

# Robeson Technical Institute 1977-79



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# Robeson Technical Institute 1977-79

General Catalogue  
1977-1978 1978-1979  
**Drawer A, Highway 301 North Lumberton, NC 28358**  
**Phone 919-738-7101**

Robeson Technical Institute is a member institution of the North Carolina Department of Community Colleges—a fully accredited member of the Southern Association of Colleges and Schools—and is accredited by the North Carolina State Board of Education.

"ADMISSION TO ANY AND ALL EDUCATIONAL PROGRAMS OFFERED BY ROBESON TECHNICAL INSTITUTE IS MADE WITHOUT REGARD TO RACE, COLOR, SEX, RELIGION, OR NATIONAL ORIGIN."



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**Privacy Rights Act of Parents and Students**  
**Public Law 93-380**

Robeson Technical Institute adheres to the guidelines developed by the Department of Health, Education and Welfare regarding the Privacy Rights of Parents and Students.

The institute provides students and parents of dependent students access to official records directly related to them and limits dissemination of personally identifiable information without the student's consent. Students enrolled at Robeson Technical Institute may review guidelines and procedures regarding Public Law 93-380 in the office of Admissions and Records.

**Nondiscrimination Policy**

Robeson Technical Institute's Board of Trustees and Staff recognize the importance of equal opportunity in all phases of the institute's operations and has officially adopted a position of nondiscrimination on the basis of race, color, sex, age, religion, national origin or other non-relevant factors. This policy applies to both students and employees at all levels of the school's operations.

**General**

Robeson Technical Institute publishes this catalog in order to provide students and others with information about the institute and its programs. The provisions of the catalog are not to be regarded as an irrevocable contract between student and R.T.I. The institute reserves the right to change any provisions, requirements or schedules at any time or to add or withdraw courses or program offerings.

Every effort will be made to minimize the inconvenience such changes might create for students.

# contents

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## **General Information**

Institutional Calendar 1977-1978 .....	2
Institutional Calendar 1978-79 .....	3

## **Officers of Administration**

Board of Trustees .....	4
General Administrative Staff .....	4
Business Office Staff .....	4
Student Services Staff .....	5
Educational Services Staff .....	5
Maintenance and Custodial Staff .....	7

## **The School**

History .....	11
Philosophy, Purpose, and Objectives .....	12
Accreditation .....	13
Library .....	13

## **Student Services**

Counseling Service .....	14
Testing Service .....	14
Financial Assistance .....	14
Tutorial Services .....	14
Placement Service .....	15
Health Service .....	15
Orientation of Freshmen and Transfers .....	15
Student Handbook .....	15
Student Records .....	15
Housing .....	15
Graduation .....	16
Honors .....	16
Veterans Services .....	16
Awards .....	16

## **Student Activities**

Student Government .....	17
Annual .....	18
Newspaper .....	18
Athletics .....	18
Special Events .....	18
Clubs .....	18
School Colors .....	18

## **Admissions**

Admission Requirements — Degree and Diploma Programs .....	19
Full-time Students .....	19
Part-time Students .....	20
Credit by Transfer .....	20
Special Conditions .....	21
Registration .....	21
Continuing Education .....	21

---

## **High School Equivalency Program**

Applications for Testing .....	22
Role of the Director of Basic Education .....	22
Role of the Chief Testing Officer .....	22

## **Expenses**

Tuition Fees .....	23
Student Activity Fee .....	23
Graduation Fee .....	24
Breakage Fee .....	24
Refund Policy .....	24
Textbooks .....	24
Business Office .....	24
Late Registration Fee .....	24
Student Insurance .....	25
School Ring .....	25
Commencement Invitations .....	25

## **Financial Assistance**

Institutional Scholarships .....	26
The Bruce Boney Stephens Memorial Fund .....	26
Social Security .....	26
Vocational Rehabilitation .....	26
North Carolina Student Incentive Grant .....	26
Veterans and War Orphans .....	27
Comprehensive Employment and Training Act .....	27
Plan Assuring College Education .....	27
College Work/Study Program .....	27
Vocational Work/Study Program .....	28
Basic Educational Opportunity Grant Program .....	28
College Foundation, Inc. .....	28
Donors of the Student Aid Fund .....	29

## **Academic Information**

Attendance Policy .....	31
Tardies .....	31
Drops .....	31
Make-up Work .....	32
Extreme Emergencies .....	32
Quarter System .....	32
Class Schedule .....	32
Contact Hours .....	32
Credit Hours .....	32
Drop/Add Procedures .....	33
Withdrawal .....	33
Re-enrollment .....	33
Academic Deficiency .....	33
Grading System .....	34
Credit by Examination .....	35
Grade Reports .....	35
President's List .....	35
Dean's List .....	35
Change of Name and/or Address .....	35

---

**Associate Degree in General Education**

General Education Program .....	38
Course Descriptions .....	41

**Associate in Applied Science Degree Programs**

Accounting .....	49
Agricultural Science .....	51
Agricultural Science and Mechanization .....	54
Business Administration .....	57
General Office Technology .....	59
Police Science Technology .....	61
Secretarial — Executive .....	64
Secretarial — Legal .....	66
Secretarial — Medical .....	69
Course Descriptions .....	70

**Vocational Diploma Programs**

Air Conditioning and Refrigeration .....	89
Automotive Mechanics .....	91
Carpentry .....	93
Cosmetology .....	95
Electrical Installation and Maintenance .....	97
Advanced diploma program — Electrical Installation and Maintenance .....	99
Machinist .....	100
Masonry .....	102
Practical Nursing .....	104
Radio, Television and Electronic Servicing .....	106
Small Gasoline Engine and Equipment Repair .....	108
Welding .....	110
Course Descriptions .....	112

**Certificate Program**

Developmental Studies Program .....	132
Course Descriptions .....	134

**Continuing Education Programs**

General Information .....	138
Academic Credit .....	138
Attendance .....	138
Cancellation .....	138
Admission .....	138
Insurance .....	138
New Classes .....	138
Registration .....	138
Tuition and Fees .....	138
Additional Information .....	138

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<b>Community Services</b>	139
<b>General Adult Education</b>	139
Adult Basic Education	139
Adult High School Program	139
High School Equivalency (GED)	140
Learning Laboratory	141
 <b>Adult Enrichment Education</b>	
Course Descriptions	142
 <b>Occupational Extension Education</b>	
Agriculture	146
Health Occupations	146
Emergency Medical Technician	
Areas of Study	147
Civil Preparedness	147
Fire Service Training	148
Law Enforcement Training	149
Course Descriptions	151
 <b>Training for New and Expanding Industries</b>	156

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## general information

# 1978-79 calendar

## 1977-78 calendar

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### Fall Quarter

August 31	Senior Orientation and Registration
September 1	Freshman Orientation and Registration
September 5	Freshman Orientation and Registration
September 6	Classes Begin
November 21	End of Fall Quarter
November 22	Instructors' Workday
November 23-24	Thanksgiving Holidays

### Winter Quarter

November 27	Registration
November 28	Registration
November 29	Classes Begin
December 20-January 1	Christmas Holidays
January 2	Classes Resume
February 26	End of Winter Quarter
February 27	Instructors' Workday

### Spring Quarter

February 28	Registration
March 1	Registration
March 2	Classes Begin
April 13-16	Easter Holidays
May 21	End of Spring Quarter
May 22	Instructors' Workday

### Summer Quarter

May 23	Registration
May 24	Registration
May 25	Classes Begin
May 28-30	Instructors' Workshop
July 4	Holiday
August 8	End of Summer Quarter
August 9	Instructors' Workday
August 10	Commencement
August 13-24	Instructors' Vacation
Fall, Winter, Spring Quarters: 55 days, 50 minute sessions	
Summer Quarter: 50 days, 55 minute sessions	

# 1977-78 calendar

## 1978-79 calendar

### Fall Quarter

September 1	Senior Orientation and Registration
September 2	Freshman Orientation and Registration
September 6	Freshman Orientation and Registration
September 7	Classes Begin
November 22	End of Fall Quarter
November 23	Instructors' Workday
November 24-25	Thanksgiving Holidays

### Winter Quarter

November 28	Registration
November 29	Registration
November 30	Classes Begin
December 19-30	Christmas Holidays
January 2	Classes Resume
February 28	End of Winter Quarter
March 1	Instructors' Workday

### Spring Quarter

March 2	Registration
March 3	Registration
March 6	Classes Begin
March 24-27	Easter Holidays
May 23	End of Spring Quarter

### Summer Quarter

May 24	Registration
May 25	Registration
May 26	Classes Begin
May 29-31	Instructors' Workshop
July 4	Holiday
August 9	End of Summer Quarter
August 10	Instructors' Workday
August 11	Commencement
August 14-25	Instructors' Vacation

Fall, Winter, Spring Quarters: 55 days, 50 minute sessions  
Summer Quarter: 50 days, 55 minute sessions

# **officers of administration**

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## **Board of Trustees**

I.J. Williams .....	Chairman
John L. Carter .....	Vice-Chairman
R. Craig Allen .....	Secretary

## **Appointed by Commissioners of Robeson County:**

	<b>Expiration of Term</b>
Vernon Floyd .....	June 30, 1983
Gurney S. Kinlaw .....	June 30, 1981
B. C. McBee .....	June 30, 1979
J.A. Singleton, Jr. ....	June 30, 1977

## **Appointed by Robeson County**

### **Board of Education:**

John L. Carter .....	June 30, 1981
A. D. Lewis, Jr. ....	June 30, 1979
Guy P. McCormick .....	June 30, 1977
I. J. Williams .....	June 30, 1983

## **Appointed by Governor of North Carolina:**

Gene Ballard .....	June 30, 1979
Milton Ray Hunt .....	June 30, 1983
Glenn A. Maynor .....	June 30, 1981
Scott Shepherd .....	June 30, 1977

## **General Administrative Staff**

Robert Craig Allen .....	President
Lola B. Bracey .....	Secretary
Max H. Lippard .....	Administrative Assistant

## **Business Services Staff**

Russell E. Hellekson .....	Vice-President, Business Services
Carol Powers .....	Secretary
Rosa W. Cooper .....	Accountant
Lynn R. Parker .....	Assistant Accountant
Robert Hill .....	Coordinator of Equipment and Evening Programs
Everett "Chip" Bass .....	Bookstore Manager
Ronald Burke .....	Accounts Receivable Clerk
Jackie A. Lovette .....	Receptionist
Mary E. Bateman .....	Evening Receptionist

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**Student Services Staff**

R. Frank Leggett, Jr.	Vice-President, Student Services
Judy B. Conner	Secretary
Hardy B. Ross	Registrar, Director of Financial Aid
Cathy N. Fields	Secretary
Judith A. Jones	Director of Admissions
Sharon Rice	Secretary
Marie Malloy	Director of Community Affairs
Anna Maynor	Secretary
Jinx Poland	Counselor, Placement, Alumni Affairs
Eddie M. Locklear	Director of Veteran Affairs & Counselor
Linda Leach	Veteran Services Officer
Nancy L. Blue	Secretary
Ann R. Carter	Records Officer
Hollis Locklear	Aid Officer

**Educational Services Staff**

Frederick G. Williams	Vice-President, Educational Services
Nell Reising	Secretary
J.W. Lawson	Dean, Degree and Diploma Programs
Georgia Langley	Secretary
Hubert F. Bullard, Jr.	Director, Occupational Education
Nancy Oakes	Secretary
T. Eugene Mercer	Director of Basic Education
Catherine Reynolds	Secretary
Jeannie Nye	Director, Enrichment Education
Mary P. Hughes	Secretary
Harold B. Thompson	Director, Evening Degree and Diploma Programs
Sarah C. Brown	Secretary
Vennie Sue Sweat	Secretary
Carolyn Britt	Secretary

**Library Staff**

Lou Ann Cleveland	Director of Library
Alice L. Wilkins	Librarian
Margaret A. Lowry	Library Assistant

**Learning Laboratory**

Doris P. Bartley	Coordinator
Hannah M. Revels	Coordinator
James C. Taylor	Coordinator

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## **Faculty**

James H. Bass, Sr.	Machinist
Betty M. Biggs	Cosmetology
Betty Joan Bissell	English
Joe Blackmon	Developmental Studies
Sue Bloodsworth	Practical Nursing
Hubert Bodiford	Small Gasoline Engines
Sarah M. Britt	Business Education
William S. Brown	Mathematics and Science
J. Lewis Bryan	Machinist
William M. Bryan, Jr.	Welding
Phillip Childress	Accounting
William E. Coleman	Electrical Installation
Ross A. Craig	Business Administration
James L. DeCoursey	Police Science
John D. Downs	Business Education
Helen K. Ivey	Business Education
Louis LaMotte	Psychology
Vincent Lucente	Electrical Installation
Silas M. McColl	Automotive Mechanics
Lynda MacLeod	Developmental Studies
Pauline H. McNair	Developmental Studies
Eugene Madison	Electrical Installation
William S. Morris	Radio, TV, Electronic Servicing
Elizabeth T. Nye	Practical Nursing
Kenneth W. Pauli	English
George G. Pope	Automotive Mechanics
Ann M. Revels	Business Education
Norman Rosser	Masonry
Georgia Simpson	Business Education
Ellen Warwick	Business Education
Curtis K. Watson, Jr.	Police Science
Robert E. West	Mathematics
Elaine Whitfield	English
Charles Wright	Carpentry
Grady A. Young, Jr.	Air Conditioning & Refrigeration

## **Prison Program Faculty**

Henry Bruce	Sewing Machine Maintenance
Claude M. Lamb	Small Engine Repair
Julius Lowry	Welding
Betty K. Ruth	Preparatory Trade
Frances L. Scott	Preparatory Trade

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**Maintenance and Custodial Staff**

Stacy Bullock .....	Custodian
George F. Currie .....	Custodian
Joseph Couser .....	Custodian
Virgie Currie .....	Custodian
Boyd Humphrey .....	Supervisor, Custodian
Howard Humphrey .....	Custodian
Richard Humphrey .....	Custodian
Roy Humphrey .....	Custodian
Thomas R. Jacobs .....	Groundskeeper
Marlie Locklear .....	Security Guard
David R. Lowery .....	Groundskeeper
Prentis Lowery .....	Security Guard
Raymond Lowry .....	Custodian
Willie McDougald .....	Custodian
Houston McMillan .....	Custodian
Tony Mitchell .....	Custodian
Houston Murphy .....	Custodian
Nettie Page .....	Custodian
Alma S. Robinson .....	Custodian



the school

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## **History**

July 1, 1977, marks Robeson Technical Institute's twelfth birthday. In 1965 the school opened with 20 students; in 1976 over 10,000 enrolled in some form of educational programs. This rapid growth has proved the area's need for post-secondary training at the technical and vocational levels.

The institute, housed in the old Barker Ten-Mile Elementary School, began as an extension unit of Fayetteville Technical Institute. It became an independent institute the fall of 1967 and operated through a contractual arrangement with the Robeson County Board of Education. A local Board of Trustees was appointed, four by the Robeson County Board of Education and four by the Robeson County Commissioners.

On July 1, 1971, the school's legal status changed to a chartered institution. The number of trustees increased to twelve, with the additional four appointed by the governor.

In succeeding years the expansion of full-time and part-time programs required additions to the campus facilities and required the use of centers scattered over the county.

In 1973, R.T.I. moved into new facilities, located north of Lumberton at the intersection of Highways 301 and I-95. The site contains 70 acres of land, enough for needed expansion. The first two phases of the long range building plans are complete, providing almost 80,000 square feet of attractive, modern buildings. Total investment for the new facilities and equipment approximates over two million dollars. Funds were secured from the Economic Development Administration, Coastal Plains Regional Commission, State Board of Education, and Robeson County.

Robeson Tech is under the administration of the State Board of Education, Department of Community Colleges, and is supported by public funds from local, state, and federal sources.

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## **Philosophy, Purpose, and Objectives**

Robeson Technical Institute subscribes to the philosophy that every individual has the right to pursue further education compatible with his interests and abilities. Therefore, as an open-door institution, it provides a wide range of educational programs of general occupational, and cultural education to meet the needs of adults within the region it serves. The institute helps promote continued industrial, business, and economic growth; and further, it assists in the development of cultural activities which are of interest throughout the service area.

The purpose of Robeson Technical Institute is to make available for adults a broad range of educational opportunities providing for individual backgrounds, interests, abilities, financial resources, career choices, and other needs. To achieve this purpose, the institute provides educational opportunities to enable each individual to develop to the maximum extent of his abilities, needs, and goals compatible with the needs of a democratic society. Programs will continue to be developed which will afford the individual the opportunity to understand his needs for continued growth and development in the areas of mental and physical health, cultural, social, civic, and moral responsibilities, creative expression, aesthetic appreciation, economic insight, worthwhile leisure activities and career aspirations.

To achieve these purposes, Robeson Technical Institute has the following specific objectives:

1. To provide general educational opportunities for adults regardless of their previous educational experiences.
2. To provide certificate, diploma, and Associate Degree programs to prepare students for employment in various occupations.
3. To provide leadership and to serve as a center to foster cultural, economic and social development in the community.
4. To provide cooperative co-educational programs with various governmental agencies for the disadvantaged and handicapped citizens of this area.
5. To provide short-term occupational courses for adults who need retraining or additional job skills.
6. To provide counseling and other guidance services to meet individual needs of the citizens of the area.

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## **Accreditation**

Robeson Technical Institute is a tax supported, public, nonprofit school. It is accredited by the North Carolina State Board of Education and by the Southern Association of Colleges and Schools. All programs offered by the institute have been approved by the Veterans Administration and by the North Carolina Department of Vocational Rehabilitation. The Practical Nursing program is approved by the North Carolina Board of Nursing, and the Cosmetology program is approved by the North Carolina State Board of Cosmetic Art Examiners.

## **Library**

The Robeson Technical Institute Library is located near the student lounge where it is convenient to all students. The Library has a growing collection of books and audio-visual materials which are related to the degree, diploma, and enrichment programs offered by the Institute. These instructional materials are selected by the media specialists in consultation with faculty, students, and administrative personnel. The Library also subscribes to approximately 120 magazines and 12 newspapers.

All students and faculty members are encouraged to make use of the Library, which is open from 8 a.m. to 10 p.m. Monday through Thursday and from 8 a.m. to 5 p.m. on Friday. The Library is also open to persons in business, industry and the community; the public is welcome to use the facilities and to check-out books and magazines at any time.

All unpaid financial obligations to the Library become a part of the student's school record until they are cleared.

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## **Student Services**

Robeson Technical Institute provides many personal services designed to make the educational experiences of its students profitable and satisfying. The faculty and administration recognize that the central purpose of the institute is to provide an environment wherein each student may achieve maximum development — intellectually, socially, and physically. The services, organizations, and activities are provided as means of contributing to the total growth of the individual.

### **Counseling Service**

Counseling is the process of helping people help themselves. Counselors are available to help students with the problems in three broad areas: (1) educational problems, (2) vocational or occupational problems, and (3) personal-social problems. Counselors want to assist students in every way possible. Unless help is asked for, counselors will not know who needs help. If a counselor cannot help a student with a particular problem, the student will be referred to someone who can.

Counseling services are available in the Student Services office, and students are encouraged to make use of this service at any time.

Each full-time student has a faculty advisor. The advisor is available to discuss goals, academic problems, and specific course planning as the need arises. Advisors confer with each advisee a minimum of once each quarter in an effort to maintain appropriate progress throughout the year.

### **Testing Service**

The placement test battery is both an entrance requirement and a counseling tool for placement. These tests are given to all full-time applicants enrolling for the first time. Tests which measure interest areas, personality, intelligence, achievement, and aptitude are available. Individual tests will be administered upon request. Faculty members may request that these tests be administered whenever they feel that the results will be helpful in working with a student. All testing is provided at no cost to students.

### **Financial Assistance**

Information and applications for financial assistance can be secured from the Director of Financial Aid in Student Services. (Refer to Financial Assistance section of catalogue.)

### **Tutorial Services**

Tutorial services are available for those who need extra help with particular subject areas. See your advisor or a counselor in Student Services for further information.

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### **Placement Service**

Placement service is available to students seeking part-time or full-time employment. The Director of Student Placement maintains contact with employers who are looking for qualified applicants and schedules interviews on and off campus throughout the year. Students and alumini are encouraged to use this service as often as they wish.

### **Health Service**

Robeson Technical Institute, a commuter institute, maintains no health facilities other than first aid equipment. The responsibility for medical services rests with the student and his parent or guardian. Emergency facilities are available at Southeastern General Hospital, Lumberton, and a registered nurse is on campus or on call during the day. In case of emergency, notify the instructor or Student Services immediately.

Confidential records concerning the general health or physical disabilities of students are maintained in the Student Services office. Appropriate faculty members are informed in a confidential manner of special disabilities of students with whom they come into contact when such information may be vital to the welfare of the student.

### **Orientation of Freshmen and Transfers**

Orientation is planned to welcome entering students and to provide a smooth and successful adjustment to the school and its personnel. The program is designed to acquaint students with academic policies, co-curricular activities, fellow students, and the school facilities.

### **Student Handbook**

A student handbook, issued at orientation, is prepared by Student Services with the aid of interested faculty, staff, and Student Council members. The *Handbook* is a guide for students in acquainting themselves with practices and procedures of the institute. Copies are on hand at all times in the Student Services office.

### **Student Records**

Transcripts of the students' courses and grades are maintained in the office of the Registrar. Transcripts are sent to agencies or institutions upon written request of the student.

### **Housing**

The institute does not operate dormitory facilities, nor does it assume responsibility for housing. Upon request Student Services personnel assist students in locating adequate facilities in the vicinity. The institute does not accept responsibility for student conduct or activities off the school campus except for school-sponsored activities.

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### **Graduation**

The Registrar reviews records for each graduate to determine that all qualifications have been met. Among items checked are (1) required courses, (2) credit hours, (3) financial obligations to the institute, and (4) library obligations. A minimum quality point average of 2.0 is required for diplomas and degrees.

Taking an appropriate part in the graduation exercises is an expected requirement for receiving a diploma or degree from Robeson Technical Institute. All students are expected to wear the complete appropriate attire specified by the institute unless otherwise approved by the Vice President of Student Services. The \$15 graduation fee covers cost of the diploma, cap, and gown. Those students approved to graduate in absentia are not exempt from this fee.

Commencement exercises are held in August at the end of the fourth quarter.

### **Honors**

The Dean's List and the President's List are published at the end of each quarter. All full-time students who have made all B's and above are on the Dean's List. Students who make straight A's for the quarter are on the President's List.

Graduates who have a cumulative average of 3.5 and above are recognized at Commencement as graduating with honors.

Commencement marshals shall consist of the seven (7) rising seniors with the highest academic average at the end of their first year of studies. The chief marshal shall be the rising senior with the highest academic average.

### **Veteran Services**

Information and requests pertaining to veteran affairs can be secured from the Director of Veteran Affairs in Student Services. The veteran student must maintain satisfactory academic progress, attendance, and conduct for continued eligibility payments.

### **Awards**

Appropriately inscribed plaques are presented at Commencement to the graduate with the highest average in the Associate Degree programs and to the graduate with the highest average in the one-year Diploma programs.

Each year the faculty and staff nominate students for Who's Who Among Students in American Junior Colleges based on the student's academic achievement and service to the school. This honor is limited to students in the two-year programs. Certificates of membership are awarded at Commencement.

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The faculty and staff select the nominees for Who's Who Among Students in American Vocational and Technical Schools from a one-year vocational or technical curriculum based on academic achievements and service to the school. Students cited for this honor receive certificates of membership at Commencement.

Framed certificates, appropriately inscribed, are presented at Commencement to those students who have shown exceptional service to Robeson Tech. Nominations are made by students, faculty, and staff with a Service Awards Committee reviewing recommendations and making the final selections.

The Wall Street Journal Achievement Award is presented at Commencement to the most outstanding business student, who is chosen by the faculty members in the Business Department.

A silver cup, sponsored by Robeson Office Supplies, is awarded at Commencement to the best all-round graduate from the business area. Nominations are made by the students from the business programs and submitted to instructors or related business instructors, who make the final selection for the award. The cup is retained in the school and the winner is given an appropriately inscribed plaque.

Each year at Commencement, Acme Electric Corporation presents an award to the most outstanding graduate in the Electrical Installation & Maintenance program, the Air Conditioning & Refrigeration program, and the Radio, TV, Electronics Servicing program. The selection for each award is determined by the instructors of the individual programs.

A plaque is presented to the most outstanding Practical Nursing student. Three nominees for the award are made by Practical Nursing students — the final selection resting with the Practical Nursing instructors.

## **Student Activities**

### **Student Government**

The Student Government Association is composed of all curriculum students who are enrolled at Robeson Technical Institute. All SGA members are encouraged to be active participants in student affairs and to voice opinions and thoughts through their organization.

Officers and representatives of the SGA are elected in October and provide leadership for the student body. The SGA sponsors athletic and social activities that enhance student campus life. Students are involved in school affairs, with active participation on various advisory and ad hoc committees. Representatives of the SGA usually attend state conferences of the student government organization in the Community College System.

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A budget governing the student activity fee for the following school year is recommended by the SGA in the spring. The budget usually covers the school newspaper, annual, special projects, student insurance, socials and dances, and school pictures.

#### **Annual**

The annual, **The Directions**, gives a pictorial view of the students and their activities of the year. Any SGA member is eligible for participation on the yearbook staff.

#### **Newspaper**

The **R.T.I. Echo**, the student newspaper, is published quarterly and provides notice of significant developments and achievements related to the students and their activities of the year. Staff members are chosen from volunteers from the SGA.

#### **Athletics**

In the past R.T.I. has had basketball and softball teams playing in the local league. These and other sports may be organized upon request of a sufficient number of students. The R.T.I. campus provides room for expansion and is adding those activities requested that are within budgetary limits and school policy.

#### **Special Events**

The Student Government may sponsor other activities such as socials, films, speakers, and related activities that are of interest to the students. When such occasions arise, students are notified in advance and are encouraged to participate.

#### **Clubs**

The Student Government sponsors formation of clubs according to student interest. Information may be secured from Student Services or president of the SGA.

#### **School Colors**

The official colors of Robeson Technical Institute are royal blue and white.

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## **Admissions**

Robeson Technical Institute maintains an "open door" policy for all applicants who are high school graduates or who have reached their eighteenth birthday, and who can profit from further education. The Institute serves all students regardless of race, color, creed, sex, or national origin. All prospective students may be admitted to the different curricula based upon individual preparation and readiness.

## **Admission Requirements — Degree and Diploma Programs**

### **Full-Time Students**

Two-year programs for Associate Degrees in Applied Science and General Education:

1. High school graduate or the equivalent (applicants with equivalency certificates must meet minimum requirements set by North Carolina)
2. Application
3. Transcript of previous education
4. Complete standardized test battery
5. Complete medical history form
6. Complete residence form
7. Counseling interview, where applicable
8. Must be in acceptable condition of physical and mental health

One-year programs for Diploma and Certificate Programs:

1. High school graduate or the equivalent is normally required for admission; however, exceptions may be made in certain circumstances (applicants with equivalency certificates must meet minimum requirements set by North Carolina)
2. Application
3. Transcript of previous education
4. Complete standardized test battery
5. Complete medical history form
6. Complete residence form
7. Counseling interview, where applicable
8. Must be in acceptable condition of physical and mental health
9. Additional requirements for Practical Nursing
  - a. High school graduate or the equivalent
  - b. Medical examination by a physician
  - c. Interview with, and approval of, nursing department supervisors
  - d. Two character reference letters
  - e. Proof of recent innoculations for tetanus
10. Additional requirements for Cosmetology
  - a. High school graduate or the equivalent
  - b. Medical examination by a physician within 30 days prior to registration
  - c. Serological lab test, tuberculin skin test, or chest X-ray within 30 days prior to registration

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The following procedures will be followed for registering full-time students:

1. Complete application form
2. Provide transcript of previous education
3. Complete medical history form
4. Complete standardized test battery
5. Provide any additional requirements for specific course
6. Personal reference letter for transfer students
7. Counseling interview, where applicable
8. Review by admissions officer
9. Further counseling, if necessary
10. Letter of acceptance to specific course
11. Notification of day and time to report for registration

#### **Part-time Students**

Adult students may be admitted under special provision which allows them to take up to ten quarter hours of credit courses before completing admission requirements. However, all admission requirements must be met by the time the student has completed ten quarter hours of work if credit is to be granted.

Students who do not earn a "C" or better average on the first ten credit hours attempted will be referred to a counselor for consultation before registering for additional courses.

The following procedures will be followed for registering part-time students:

1. Complete application
2. Provide high school transcript from post-secondary institution, if attended
3. Register for courses
4. Pay tuition
5. Admit as special student
6. Must be in acceptable condition of physical and mental health.

#### **Credit By Transfer**

Robeson Technical Institute may accept credits earned from technical institutes and colleges. Only course grades of "C" or better will be accepted and such courses must parallel the content of R.T.I. courses. Students who wish to transfer from other colleges and technical institutes must be eligible to return to the institution last attended.

The Director of Admissions will evaluate transcripts of previous education to determine the transfer credit allowable. This evaluation will be made at the time of acceptance and the student and his advisor notified in writing accordingly. Transfer credits will be posted to the student's permanent record as soon as the student enrolls.

A personal reference letter from the former post-secondary school will be required for transfer acceptance.

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### **Special Conditions**

Any person who has been convicted of violations of, or has been known to violate, the North Carolina Uniform Narcotic Drug Act as a pusher (seller) or user of drugs listed as illegal shall not be admitted to Robeson Technical Institute, except with the permission of the Board of Trustees of the Robeson Technical Institute.

Any person who has been indicted for violation of the North Carolina Narcotic Drug Act, or for which there is good reason to believe that the person has violated the N.C. Uniform Narcotic Drug Act, will have his application for admission to Robeson Technical Institute held in abeyance until such time as his case is cleared in a court of law, or his name can be cleared through ample evidence supplied by the applicant or his representative.

### **Registration**

Students are expected to register for course work at the time specified for each quarter by the Registrar. Formal registration for all curriculum courses is officially closed at the end of five calendar days after the first scheduled day of class. Any exception to this procedure must be approved by the Director of Admissions, and only then by justifiable cause. Registration procedures and Drop/Add Procedures as listed in the **Student Handbook** should not be confused.

### **Continuing Education**

Adult Basic, High School, Adult Enrichment, Occupational Extension

The "open door" policy is observed regarding requirements for admission to Continuing Education classes. Any person, with the ability to benefit from the program, who is a high school graduate, or at least 18 years of age and not currently attending a public high school, is eligible to enroll.

### **Additional Requirements — High School Program**

1. The entrance level of each student applying for admission to the Adult High School Diploma Program shall be determined in one of the following manners:
  - a. The procedure shall be to apply the scores on any appropriate achievement battery approved under the National Defense Education Act, Title V (a) Testing, North Carolina, to the 50th percentile level for end-of-year norms to determine entrance level. Thus, an applicant with a percentile rank of 50 on English for eleventh grade end-of-year norms would be classified as a senior in English for course-of-study purposes; and so on for other subject fields.
  - b. A certified transcript from a state or regionally accredited secondary school showing courses and year of work completed.

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## **High School Equivalency Program**

This program is offered by the Institute for adults who did not complete their high school education. Upon successful completion of five tests measuring general education competence, the student receives a certificate recognized and generally accepted as equivalent to a high school diploma. The tests are the Test of General Educational Development (GED).

### **Applications for Testing**

All applicants for GED testing shall be referred to the Learning Laboratory. Applicants shall complete the following steps:

1. Complete an application for admission to High School Equivalency Examinations and/or Application for High School Equivalency Certificate.
2. Complete pre-test given by Learning Laboratory.
3. Pre-test recommendation shall then go to the testing officer for those passing test.
4. Pre-test recommendation shall go to Director of Basic Education on those with questionable scores.
5. Secure transcript of previous education.

### **Role of the Director of Basic Education**

The Learning Lab shall forward to the Director of Basic Education all applicants they feel may have problems in passing the GED test. The Director shall review all available information and interview these applicants personally. After careful review, the Director shall recommend to the applicant the most appropriate action, which may include but not be limited to the following:

- a. Enroll in an ABE class
- b. Enroll in high school class
- c. Enroll in the Learning Laboratory
- d. Take the GED examination

### **Role of the Chief Testing Officer**

1. To arrange an agreeable time for testing with Director of Basic Education
2. To accept applicants from Learning Lab and Director of Basic Education
3. To administer and score the GED tests
4. To refer all scores to the Department of Public Instruction for determination of whether or not the scores are acceptable for the awarding of the certificate
5. Maintain all GED records of the applicants which are tested.

Post-test interviews shall be done by Student Services for students passing the GED tests and by the Director of Basic Education for those who failed to pass the examination.

Only in emergencies or special cases will the test be given at a time different from regularly scheduled times set by the Director of Basic Education and the testing officer.

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## **Expenses**

Robeson Technical Institute receives financial support from local, state and federal sources, allowing each student an educational opportunity at minimum cost. Tuition fees are set by the State Board of Education and are subject to change without notice. The payment of fees for each quarter is required at registration.

### **Tuition Fees**

Tuition fees are governed according to in-state or out-of-state residency, and according to full-time or part-time status.

<b>Full-time</b>	<b>Part-time</b>
<b>(12 or more credit hours)</b>	<b>(Less than 12 credit hours)</b>
In-state                            \$ 33.00	\$ 2.75 per credit hour
Out-of-state                      \$162.50	\$13.50 per credit hour

To qualify for in-state tuition rates, a student must have lived in North Carolina for at least twelve months immediately prior to his enrollment at Robeson Tech. Residing outside the state while in service does not necessarily change residency status. Proof of residency rests with the student.

"Regulations concerning the classification of students by residence for purposes of applicable tuition differentials, are set forth in detail in *A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes*. Each enrolled student is responsible for knowing the contents of that manual, which is the controlling administrative statement of policy on this subject. Copies of the manual are available on request in the offices of Student Services, Business Office, and in the Library."

### **Student Activity Fee**

#### **Fall, Winter, and Spring Quarter**

Each student enrolled in twelve quarter credit hours or more (full-time) will pay a \$5 student activity fee per quarter. Part-time students will pay activity fees according to the following schedule:

- 1-4 Quarter Credit Hours — \$1.50
- 5-7 Quarter Credit Hours — \$2.00
- 8-11 Quarter Credit Hours — \$3.00

#### **Summer Quarter**

Each student (full-time or part-time) will pay a \$1 student activity fee. The activity fee is due and payable at the above-stated amount at the registration for each quarter. The fee is non-refundable.

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For all full-time students, \$3 of this fee will go toward accident insurance. The accident insurance will cover hours in school and transportation to and from school. Part-time students desiring this insurance may also receive this insurance by making payment to the Business Office at the time of registration. This cost is non-refundable. Part-time students are urged to take advantage of this insurance, since neither the technical institute nor the state of North Carolina carries insurance to cover any student for accidents or otherwise.

The remainder of the student activity fee is to be used by the Student Government Association for such items as student publications, entertainment, athletic equipment, and other activities.

#### **Graduation Fee**

A graduation fee of \$15 is charged each graduate in full-time curriculums. This fee is paid at the student's last registration prior to graduation, and covers the cost of diploma, cap and gown.

#### **Breakage Fee**

Breakage, damage, or loss due to negligence, carelessness, or other mishandling of school supplies, materials, or equipment by students is the responsibility of such students. They will be required to pay for damage to such items and may be subject to disciplinary action.

#### **Refund Policy**

Tuition refund shall not be made unless the student, in the judgment of the institute, is compelled to withdraw from school for unavoidable reasons. In such cases, two-thirds of the tuition may be refunded if a student withdraws within the first ten calendar days of the quarter. In cases where courses of curricula fail to materialize, all of the student's tuition shall be refunded.

#### **Textbooks**

Textbooks may be purchased in the bookstore. Cost of books vary according to the course of study. Normally, the average cost per quarter is \$25 for diploma programs and \$40 for degree programs.

#### **Business Office**

The payment of fees, sale of books, supplies, and materials, receipt of loans, and the payment of refunds are major responsibilities of the Business Office. Office hours are 8:30 a.m. to 5 p.m., Monday through Friday.

Unpaid obligations to this office become a part of the student's school record until they are cleared.

#### **Late Registration Fee**

A late registration fee of \$5 will be charged all students who register after the announced registration time.

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### **Student Insurance**

A group policy providing insurance protection is maintained in effect by the institute. The cost is covered from the activity fee for all full-time students, the payment of which has been approved by the Student Government Association.

It is in the best interest of all students to provide some measure of insurance protection. Those who do not pay the \$5 activity fee may purchase this accident insurance for \$3.50 per year.

### **School Ring**

Students may purchase school rings after completing half the credit hours required for graduation.

### **Commencement Invitations**

Students may order invitations and personal cards when measured for caps and gowns. The charge for invitations and cards is paid by the student.

## **Financial Assistance**

Robeson Technical Institute's financial aid program exists to ensure that no qualified student will be denied the opportunity to continue his education because of economic disadvantages. Through a program of loans, grants, scholarships, work-study positions, and part-time employment, the student enrolled at Robeson Tech is able to supplement his own resources of his family in order to complete a course of study. The Student Financial Aid Office firmly believes that the primary responsibility for financing the student's education rests with the family.

The family is expected to contribute according to its income and assets, just as the student is expected to share in this responsibility through savings, summer work, and part-time employment if necessary.

All federal aid programs require the assessment of financial need based on parental ability to contribute toward the educational expenses.

The student is the focus of the program in the Student Financial Aid Office. Every effort is made to be of genuine assistance in helping the student to resolve his financial difficulties.

Application forms and additional information may be received by writing or visiting the Financial Aid Office at Robeson Technical Institute.

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### **Institutional Scholarships**

A number of scholarships are offered to students attending Robeson Technical Institute by civic organizations, service clubs, and individual donors. These awards are made on the basis of a need on a first-come basis subject to the availability of funds. No award is made until a student has completed all of the admission requirements and has been accepted for enrollment.

The Financial Aid Committee is composed of two representatives from the staff and faculty, and one representative from the Business Office. The committee meets periodically, beginning in the early spring, to consider requests and to make awards.

Students who encounter financial difficulty at any time during the year should confer with the Financial Aid Officer in Student Services.

### **The Bruce Boney Stephens Memorial Fund**

The family of Bruce Boney Stephens has established a revolving memorial fund for students who need short loans for financial emergencies. Further information may be obtained from the Director of Financial Aid in Student Services.

### **Social Security**

Benefits may be paid to students under 22 years of age who have one or more deceased or disabled parents that were covered by Social Security. Contact the nearest Social Security Office for further information.

### **Vocational Rehabilitation**

Any physically handicapped person may be eligible for financial assistance covering fees, books, and supplies. If a prospective student has any physical limitation, the student may contact the nearest office of the N.C. Vocational Rehabilitation, or make his request through the office of Student Services.

### **North Carolina Student Incentive Grant (NCSIG)**

Legal residents of N. C. accepted for enrollment or enrolled full time, in good standing, in an undergraduate program of study may apply. The amount of each grant will be based on the individual student's demonstrated financial need in relation to resources and cost of education, but may not exceed \$1,500 per academic year. Applications must be received not later than March 15. Applications received after March 15 will be processed if funds are available.

This program is administered for N. C. State Education Assistance Authority by College Foundation, Inc.

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### **Veterans and War Orphans**

Veterans' widows, and children of deceased veterans who wish to enroll under Chapters 31, 34, and 35 of U. S. Code 38 may be admitted to Robeson Technical Institute and approved to receive educational benefits if requirements established by the Veterans Administration are met. Public Law 634 (applying to disabled veterans) is also part of these chapters. Any person wishing to attend R.T.I. under any of the laws relative to veterans and their dependents should contact the Veterans Service Office in Lumberton or the Office of Veterans Affairs at R.T.I. for complete information.

### **Comprehensive Employment and Training Act**

Funds may be available to students from low-income families through the Employment Security Commission. The student may be paid a subsistence allowance, travel, dependent allowance, and training allowance. Contact the nearest Employment Security Commission office.

### **Plan Assuring College Education (PACE)**

This special state-wide summer program provides jobs near the homes of North Carolina students. It assures the eligible work/study student of summer employment, with the understanding that a substantial portion of the earnings must be saved for college expenses the following academic year. Students who are interested in this program should contact their high school guidance counselor or the Director of Financial Aid at Robeson Technical Institute.

### **College Work/Study Program**

Under this federally-funded program, students from low-income families may be employed on a part-time basis by the institute to help pay for their college expenses.

An effort is made to assign students to jobs related to their fields of major study or to utilize their special interests and skills. At R.T.I., students may work up to 15 hours weekly while attending class full time. Eligibility is determined by enrollment and financial need. For further information, contact the Student Financial Aid Office at Robeson Technical Institute.

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### **Vocational Work/Study Program**

Similar to the College Work/Study Program, this program provides part-time employment to full-time students in an occupational education program.

Application forms and additional information may be received by writing or visiting the Financial Aid Office at Robeson Technical Institute.

### **Basic Educational Opportunity Grant Program (BEOG)**

The Basic Educational Opportunity Grant Program is a federal aid program designed to provide assistance to those who need it to attend post-high school educational institutions.

The maximum award a student could receive under this program is \$1,400 minus the amount the student and his family are expected to contribute toward the cost of his education (family contribution).

Your actual grant, however, may be less than this maximum award. The family contribution is determined by filling out a BEOG application form and mailing it in the provided envelope. A BEOG application form can be obtained from high school counselors, at post offices, libraries, or by contacting the Student Financial Aid Office.

### **College Foundation, Inc. (Guaranteed or Federally Insured Loans)**

Legal residents of N.C. enrolled full time may borrow through College Foundation up to \$7,500 for undergraduate study or vocational/technical training. The maximum loan for an academic year cannot exceed the total cost of education less other financial help received. The annual percentage rate is 7% simple interest. Applications should be received by College Foundation at least 45 days prior to the beginning of a school term as to assure notification before registration.

# donors

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## **Robeson Technical Institute Student Aid Fund**

The Student Aid Fund is supported by donations from local businesses and industrial firms, church and civic groups, and several interested individuals. Current donors to the Student Aid Fund are:

Acme Electric Corporation  
Alamac Division of West Point Pepperell  
Allen Foundation, Incorporated  
Alpha Cellulose Corporation  
Alpha Delta Kappa—Beta Phi  
Belk-Hensdale Company  
Carolina Footwear, Incorporated  
City Dry Cleaners  
City Homemaker's Club of Lumberton  
Civinette Club of Lumberton  
Civitan Club of Lumberton  
FCX Grain Marketing Service  
First Union National Bank of North Carolina at Lumberton  
First Union National Bank at Red Springs  
Freeman Motor Company  
Gamma Gamma Chapter-Delta Kappa Gamma  
Guaranty Savings and Loan Association of Fairmont  
Guaranty Savings and Loan Association of St. Pauls  
Hedgpeth Pharmacy, Incorporated  
Home Federal Savings and Loan Association of Lumberton  
Jaycees of Fairmont  
Jaycees of St. Pauls  
J. C. Noble Realty, Incorporated  
J. C. Penney Company, Incorporated  
Joe Sugar of St. Pauls  
Jon-San Chevrolet, Incorporated  
Junior Service League of Lumberton  
Kendall Manufacturing Company  
Lambda Chapter—Delta Kappa Gamma  
Lennon Oil Company, Incorporated  
Lions Club of St. Pauls  
Lumberton Business and Professional Women's Club  
Lumberton Coca-Cola Bottling Company—A division of Fayetteville Coca-Cola Bottling Company

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Lumberton Implement Company  
Lumberton Junior Woman's Club  
Lumberton Kiwanis Club  
Lumberton Lady Lions Club  
Lumberton Legal Secretaries Association  
Lumberton Tobacco Board of Trade  
Lumberton Trading Company, Incorporated  
Manning Corporation  
Mr. Cecil L. Thompson  
Mr. Charles David McNeill  
Mr. Charles E. Warwick  
Mr. W. D. Linkhaw  
Mr. and Mrs. Herman S. Minges  
Mr. and Mrs. John F. Greene  
Mr. and Mrs. Paul Rosenfeld  
Mrs. E. L. Bowman  
Mrs. Matthew Margolis  
Pate's Supply Company, Incorporated of Pembroke  
Pembroke Senior High School  
Pepsi-Cola Bottling Company of Lumberton  
Protective Agency, Incorporated  
Red Springs Motors, Incorporated  
Robeson County Administrative School Unit of Educational Secretaries  
Robeson Office Supplies, Incorporated  
Robeson Savings and Loan Association  
Rotary Club of Fairmont  
Rotary Club of Lumberton  
Sammy's Auto Sales  
Scarborough Builders Supply Company  
Smith's Refrigeration, Incorporated  
Southeast Production Credit Association  
Southern National Bank of North Carolina at Fairmont  
Southern National Bank of North Carolina at Lumberton  
Town & Country Bank of Lumberton  
Trinity Episcopal Church Women  
Universal Packaging Company  
Vel-Cord Southern Corporation  
Waccamaw Bank and Trust Company  
Watson Trust Fund  
Faculty and Staff of Robeson Technical Institute

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## **Academic Information**

### **Attendance Policy**

Regular class attendance is expected of all students. Instructors will keep an accurate class attendance, and these records will become part of the students' official records. Absences are a serious deterrent to good scholarship, and it is impossible to receive instruction, obtain knowledge, or gain skills when absent from class. Being late for class is also a serious interruption of instruction; therefore, three tardies will constitute one unexcused absence.

It is recognized that students do have obligations which from time to time require attention during normal class schedules. For this reason, students are allowed excused absences based upon the following chart:

<b>Length of Course Per Quarter</b>	<b>Total Hours of Absence Allowed Per Quarter</b>
22 hours	2 hours
33 hours	3 hours
44 hours	4 hours
55 hours	5 hours
66 hours	6 hours
165 hours	16 hours
198 hours	20 hours
220 hours	22 hours

Absences for courses with other scheduled hours per quarter may be computed by the following formula:

$$\begin{array}{ccc} \text{Number of Hours} & & \text{Allowed Excused} \\ \text{Class Meets} & \times \text{One Hour} = & \text{Absences} \\ \text{Per Week} & & \text{Per Quarter} \end{array}$$

These excused absences should be used for flat tire, alarm clock did not go off on time, etc., excuses.

If a class meets for two and one-half hours for one session two times per week, an absence of one class meeting equals two and one-half hours of absence of the total of five hours allowed for the quarter.

### **Tardies**

Three tardies will be recorded as one hour absent. A tardy is defined as "a student entering class after the roll call or instruction begins."

### **Drops**

After a student uses his allowed absences as defined by the policy stated heretofore, at the next (and first) unexcused absence, the student is to be dropped from the class and the instructor should notify the Student Services office in writing.

Through the excused appeal process, a student may be readmitted to class by the Vice-President of Educational Services.

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### **Make-Up Work**

It is the student's responsibility to contact each instructor for class, lab, and shop assignments missed. Make-up work may be given at the discretion of the instructor.

### **Extreme Emergencies**

Additional excused absences are allowed for emergency situations. The definition of an excused absence for the purpose of this policy is defined as:

1. Death in the immediate family (mother, father, brother, sister, husband, wife, child).
2. A doctor's written excuse for personal illness.
3. A change in a work shift when verified by the student's employer or supervisor.

If a student feels that he has a bona fide reason for being absent after he has used the allowed excused absences and the reason does not fall within the additional excused absences, he may appeal in writing to the Vice-President of Educational Services. The appeal should contain any supportive data which the student has to strengthen his appeal. The Vice-President of Educational Services will notify, in writing, the student, his instructors, and Student Services of his decision on the appeal.

### **Quarter System**

Robeson Technical Institute is on a quarter schedule. The fall, winter, spring, and summer quarters are each approximately eleven weeks in length. The Institute is in session five days and four nights a week.

### **Class Schedule**

Basically, all classes, credit and non-credit, are scheduled between the hours of 8:30 a.m. and 11:05 p.m. Monday through Thursday, and 8:30 a.m. to 5:00 p.m. on Friday. Normally, classes for full-time day students are scheduled between 8:30 a.m. and 4:00 p.m.

### **Contact Hours**

The contact hours shown in the catalog are minimal. The policy of the Institute permits students to enroll in additional subjects and laboratory work beyond those shown in the catalogue.

When in any quarter the total weekly contact hours listed are fewer than twenty-five hours in a degree program and fewer than thirty hours in a diploma program, a student may request additional instructional hours.

### **Credit Hours**

Quarter hours of credit are awarded as follows: one quarter hour of credit for each hour per week of class work, one quarter hour of credit for each two hours per week of lab work, and one quarter hour of credit for every three hours of shop work.

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### **Drop/Add Procedures**

A student may drop or add a course at any time within the first ten calendar days of the quarter under the following provisions:

1. No penalty will be incurred for dropping a course within the first ten calendar days of the quarter.
2. A student adding a course will be responsible for all make-up work required.
3. The student must contact the Registrar and his advisor and complete a drop/add form.

Any student dropping a course after the drop/add period must have his instructor's consent to withdraw passing; otherwise, he will receive a failing grade. The student is responsible for reporting to Student Services to complete the proper forms.

A student who drops a course after the first six weeks of the quarter is subject to receive a WF for that course. However, students having a bona fide reason for withdrawal after the first six weeks of the quarter may receive a WP if approved by the Vice President of Educational Services.

### **Withdrawal**

A student withdrawing from school during the academic year should complete the withdrawal form in the Registrar's office. Official withdrawal by the student will protect the student's scholastic record, his rights to re-enroll and to transfer credit.

No student's record will be released until his financial obligations are cleared.

### **Re-Enrollment**

In order to re-enroll after a student has withdrawn, the student must have satisfied the Business Office and Library of all financial obligations. No student will be permitted to enroll for future quarters when his name appears on the financial delinquent list published by the Business Office.

### **Academic Deficiency**

A student whose grade point average at the end of each quarter is less than 2.0 will be placed on academic restriction. Notation will be made on the student's grade report at the end of each quarter if his grade point average for the quarter is less than 2.0.

Should a student fail to meet the required 2.0 quality point average in subsequent quarters, he may be requested to withdraw from school, drop certain courses, or take remedial work.

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### **Grading System**

The 4.00 quality point system is used to calculate student grade averages.

		<b>Quality Points Per Credit Hour</b>
A+	99-100	Excellent                          4
A	95-98	4
A-	93-94	4
B+	91-92	Good                                3
B	87-90	3
B-	85-96	3
C+	83-84	Average                            2
C	79-82	2
C-	77-78	2
D+	75-76	Poor, but passing                1
D	71-74	1
D-	70	1
F	below 70	Failure                            0
WP		Withdrew passing                0
WF		Withdrew failing                0
I		Incomplete, work must be completed within 6 weeks of next quarter; otherwise F will be recorded.                0
AU		Audit; enrollment as a special or non- credit student                      0

### **Example Of Computing Quality Points Earned**

Course	Credit	Grade	Hours	Quality Points	Grade Points
			Per Credit Hours	Earned	
ENG 1101	3	C	2		6
PME 1101	7	B	3		21
MAT 1101	5	A	4		20
PHY 1101	4	F	0		0
DFT 1101	1	D	1		1
	20				48

The quality point average is computed by dividing grade points earned by the total credit hours. In the case above, it would be 48 divided by 20 equals 2.40 quality point average. All grades A through F are counted in computing the quality point standing. Credit by transfer and credit by examination are not included in computing the quality point standing.

Students may remove academic deficiencies by successfully repeating necessary courses. When a course is repeated, only the grade on the last course attempt is used in computing the student's quality point standing.

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### **Credit By Examination**

Advanced placement is offered to students who because of their demonstrated abilities, are qualified to accelerate their studies. To earn advanced placement, a student may take a proficiency examination in any subject which he can demonstrate a mastery of theory and practical application. Under no circumstances will credit be given when the challenge examination grade is less than "C". Total credits earned by examination shall not exceed 25 credit hours.

The following procedures will serve as guidelines in making application for all proficiency examinations.

1. The following persons will not be permitted to take proficiency examinations:
  - a. Persons who have taken that proficiency examination previously.
  - b. Persons who have either enrolled in and/or dropped from the course.
  - c. Persons who were enrolled in and failed the course.
2. Make application to the Vice President for Student Services for the proficiency examination.
3. The Vice President for Student Services will review the student's background and recommend or not recommend that the application be forwarded to the Vice President for Educational Services.
4. The Vice President for Educational Services will evaluate the application and consult with the Dean for Degree and Diploma Programs along with personnel in the appropriate subject area. Upon approval of the application, an examination in theory and practicum (where applicable) will be given.
5. After evaluation of the examination by the instructor and the Dean for Degree and Diploma Programs, it is forwarded to the Vice President for Educational Services with appropriate recommendations.
6. The Vice President for Educational Services will certify to the Vice President for Student Services appropriate credit earned.
7. Credit earned by proficiency examination will be entered on the student's transcript as credit hours passed. No grade or quality point value will be assigned. Credit earned by proficiency examination will not be used in determining QPA.

### **Grade Reports**

Grade slips will be mailed to students at the close of each quarter.

### **President's List**

The President's List is published at the end of each quarter to honor full-time students who have made straight A's on each course taken during that quarter.

### **Dean's List**

The Dean's List is published at the end of each quarter to honor full-time students whose grades were all B's or better for each course taken during that quarter.

### **Change of Name and/or Address**

In order that official records may be kept up to date, change of name and/or address must be reported immediately to the Student Services office.



## general education

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## **General Education Program**

The Associate Degree in General Education program is essentially a two-year residential program in which a student may complete all work toward an associate degree. Courses included in the General Education curriculum are those which are usually the entire requirements of the freshman and sophomore program in four-year colleges of arts and sciences (exclusive of foreign language requirements required by some colleges).

The Associate Degree in General Education program is designed primarily for young and/or working adults who wish to begin work toward a college degree or to continue a degree program interrupted at an earlier date. In addition, working adults who want to explore a subject for their own enrichment and pleasure may enroll as special students (i.e., not seeking a degree). Students may elect to take only one course each quarter during the day or evening through the General Education program.

Classes are scheduled during the day and at night so that employed persons may attend conveniently. Courses offered are the same high quality as those offered in four-year colleges. Students are expected to maintain the highest scholastic standards possible. Each General Education program student is offered special assistance in planning his educational program and in relating his program to his personal goals.

Elective courses outlined in this program will be accepted as electives at the gaining institution. However, individual major requirements at the gaining institutions must be completed.

Graduates of the Associate Degree in General Education program may elect to transfer to a four-year college or university to pursue a baccalaureate degree. Many four-year schools will accept full credit earned in the associate degree program; however, students planning to transfer associate degree credits should plan their program to fit the requirements of the college or university of their choice.

### **Faculty**

Faculty for the associate degree program in General Education are academically prepared to provide collegiate education in their major area of study.

All faculty teaching in the social sciences, natural sciences, and humanities have earned masters degrees in their subject area. In the creative or applied arts and technical areas, faculty have masters degrees.

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## **Associate Degree In General Education**

			<i>Hours Per Week</i>		<i>Quarter Hours</i>
			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
<b>Fall Quarter</b>					
ENG	105	Grammar and Composition	5	0	5
MAT	110	Fundamentals of College Math	5	0	5
PSY	101	Introduction to Psychology	5	0	5
HIS	105	American History	5	0	5
			20	0	20
<b>Winter Quarter</b>					
ENG	106	Grammar and Composition	5	0	5
MAT	111	Fundamentals of College Math	5	0	5
ENG	204	Fundamentals of Speech	5	0	5
HIS	106	American History	5	0	5
			20	0	20
<b>Spring Quarter</b>					
ART	101	Art Appreciation	5	0	5
PHI	101	Introduction to Philosophy	5	0	5
ENG	108	American Literature	5	0	5
		*Elective			3
					18

			Hours Per Week	Quarter Hours	Quarter Credit
			Class	Lab	
<b>Fall Quarter</b>					
BIO	101	Biology (or PHY 101, Physics)	3	2	4
MUS	101	Music Appreciation	5	0	5
ENG	109	American Literature	5	0	5
		*Elective			3
					17
<b>Winter Quarter</b>					
BIO	102	Biology (or PHY 102, Physics)	3	2	4
SOC	201	Principles of Sociology	5	0	5
ECO	102	Economics	5	0	5
POL	201	American Government	5	0	5
			18	2	19
<b>Spring Quarter</b>					
		*Electives			16
					Total Credit Hours = 96 - 110
*Electives					
BIO	101-102	Biology			4-4
PHY	101-102	Physics			4-4
BUS	101	Introduction to Business			5
BUS	120-121-122	Accounting			4-4-4
BUS	102-103	Typewriting			3-3
BUS	115-116	Business Law			5-5
MAT	101-102	Technical Mathematics			5-5
HIS	110	The Black Man and Contemporary Society			5
HIS	120	History of the American Indian			5
HEA	201	Personal Health and First Aid			5
SOC	202	Marriage and the Family			5
BUS	106-107-108	Shorthand			4-4-4

# course descriptions

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The following section provides a brief description for each course listed in the previous section. Courses are listed alphabetically by prefix and arranged in ascending order by number.

Credit hours are based upon 50-minute periods and are earned in the following categories: One lecture period equals one credit hour; two lab periods equal one credit hour; three shop periods equal one credit hour.

The number given on the right side of the page (5) indicates the quarter hour credit for that course.

**ART 101 Art Appreciation** 5

A course to establish an understanding of art, to develop an appreciation for the relationship between art and man, and to study art in a cultural environment.

**BIO 101-102 Biology** 4-4

Modern concepts of biological principles: Cell structure and reproduction; metabolism; genetics, and ecology. Three lecture and two laboratory hours each week.

**BUS 101 Introduction to Business** 5

A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization, and management.

**BUS 102 Typewriting** 3

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.

**BUS 103 Typewriting** 3

Designed to improve speed and accuracy with continued emphasis on subjects taught in BUS 102.

Prerequisite: BUS 102.

**BUS 106 Shorthand** 4

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.

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<b>BUS 107 Shorthand</b>	4
Continued study of theory with greater emphasis on dictation and elementary transcription.	
Prerequisite: BUS 106 or equivalent.	
 <b>BUS 108 Shorthand</b>	 4
Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.	
Prerequisite: BUS 107.	
 <b>BUS 115 Business Law</b>	 5
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.	
 <b>BUS 116 Business Law</b>	 5
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.	
Prerequisite: BUS 115.	
 <b>BUS 120 Accounting</b>	 4
Principles, techniques, and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.	
 <b>BUS 121 Accounting</b>	 4
Continuation of accounting principles learned in BUS 120 with detailed emphasis on notes, deferrals, accruals. Includes a study of current and fixed assets with special attention to receivables, inventory, and plant assets.	
Prerequisite: BUS 120.	
 <b>BUS 122 Accounting</b>	 4
Partnership and corporation accounting including a study of payrolls, federal, and state taxes. Emphasis is placed on the recording, summarizing, and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.	
Prerequisite: BUS 121.	

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<b>ECO 102 Economics</b>	<b>5</b>
The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.	
<b>ENG 105-106 Grammar and Composition</b>	<b>5-5</b>
An integrated study and practice of the language skills — reading, writing, speaking, and listening. A detailed study of the main types of composition including exposition, argumentation, description, and narration. Literary analysis and style are studied and the writing of a research paper is required. Courses must be taken in sequence.	
<b>ENG 108-109 American Literature</b>	<b>5-5</b>
A survey of the major writers of America from colonial days to the present.	
<b>END 204 Fundamentals of Speech</b>	<b>5</b>
A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.	
<b>HEA 201 Personal Health and First Aid</b>	<b>5</b>
Major health problems and how they relate to individuals; principles and applied techniques of first aid are studied.	
<b>HIS 105-106 American History</b>	<b>5-5</b>
A study beginning with the colonization of colonial America and continuing to the present time. The first course (HIS 105) ends at the close of the Civil War. HIS 106 begins with the reconstruction era and continues to the present.	
<b>HIS 110 The Black Man and Contemporary Society</b>	<b>5</b>
This course is an intensive study of the Afro-American from his African and European backgrounds through colonial America to the present. Special attention will be given to the effect of slavery, segregation, and racism on the personality and destiny of the Afro-American. The course will also emphasize Afro-American's contributions, slave revolts, and the contemporary civil, social, and cultural movements.	

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<b>HIS 120 History of the American Indian</b>	5
A survey of the major Indian cultures in North America with emphasis on those located in the eastern half of the United States.	
 <b>MAT 101 Technical Mathematics</b>	 5
The real number system is developed as an extension of natural numbers. Number systems of various bases are introduced. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations are introduced. The application of these principles to practical problems is stressed.	
 <b>MAT 102 Technical Mathematics</b>	 5
A continuation of MAT 101. Advanced algebraic and trigonometric topics including quadratics, logarithms, determinants, progressions, the binomial expansion, complex numbers, solution of oblique triangles and graphs of the trigonometric functions are studied in depth. Prerequisite: MAT 101.	
 <b>MAT 110-111 Fundamentals of College Math</b>	 5-5
The study of axiomatic use of basic mathematical concepts in the development of the real and complex number systems; algebraic and trigonometric functions with emphasis on fundamentals of applications are studied.	
 <b>MUS 101 Music Appreciation</b>	 5
A course designed to instill and to further the development of knowledge, understanding, and the appreciation of good music. Emphasis given to the historical development of music, pertinent criticism, forms of music, listening, and the relationship of music to a general cultural development.	
 <b>PHI 101 Introduction to Philosophy</b>	 5
An introductory course designed to give a philosophical perspective to the nature of and the scope of questions arising in the ever-changing yet constant areas of life and the problems and the philosophical answers which guide men's lives.	
 <b>PHY 101-102 Physics</b>	 4-4
A survey of the basic principles of physics and of their uses and consequences in our world. The development and interpretation of experiments in physics will be studied and elementary laboratory experiments will be performed.	

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<b>POL 210 American Government</b>	<b>5</b>
American national government with emphasis on basic concepts, structure, powers, procedures, and problems.	
<b>PSY 101 Introduction to Psychology</b>	<b>5</b>
An introduction to the field of psychology with emphasis upon intelligence, personality, learning, and motivation.	
<b>SOC 201 Principles of Sociology</b>	<b>5</b>
An introductory course designed to impart to the student a knowledge of himself in social context. Interrelationships in such areas as personality, society, and culture are examined. The student is familiarized with major social processes and institutional functions.	
<b>SOC 202 Marriage and the Family</b>	<b>5</b>
A course designed to provide understanding of family relationships for those unmarried, those contemplating marriage, those married, and prospective counselors of all of them; a functional approach to the interpersonal relationships of courtship, marriage, and family life.	



# applied science

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## **Associate in Applied Science Degree Programs**

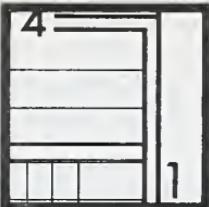
Courses in the Associate Degree level programs are designed to meet the increasing demand for high level industrial and technical skills. The programs are planned to prepare students to earn a living as technical personnel in either agriculture, business, industry, government, or as owner-operators of their own business.

These curricula require two years for completion. Students enrolled in these programs, in addition to taking courses that are occupational in nature, take general education courses in the areas of English and social science. Even though these curricula programs are college level, they are designed for entrance into employment, not for college transfer. Certain courses in the technical programs, however, may be accepted by a four-year college or university for transfer credit.

An Associate in Applied Science Degree is awarded students completing these programs:

### **Programs of Study:**

Accounting	Police Science Technology
Agricultural Science and Mechanization	Secretarial, Executive
Business Administration	Secretarial, Legal
General Office Technology	Secretarial, Medical



# accounting

## **Introduction**

Accounting is one of the fastest growing employment fields in America today, and the job outlook for good accountants seems bright for many years to come. These opportunities result from the tremendous business and industrial expansion in all parts of the country. Because of this emphasis, there is a growing need for trained personnel in the area of accounting to help managers keep track of a firm's operation.

## **Purpose**

The Accounting curriculum is designed to fill this need for accountants by offering students the detailed accounting theories and practical skills for entry into the accounting profession.

The objectives of the Accounting curriculum are to develop the following competencies:

1. Understanding of the detail fundamentals of accounting and analysis of the financial statements and auditing;
2. Understanding of the principles of organization and management in business operations, business law, and taxes;
3. Understanding and skill in effective communications for business.

## **Job Description**

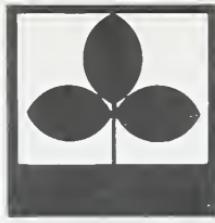
The duties and responsibilities of an accountant vary somewhat in different firms. These may include: Recording transactions; rendering periodic reports; maintaining cost records; making special reports; completing tax returns; auditing the books; and advising management in areas of financial affairs.

Graduates of the Accounting curriculum will qualify for various jobs in business and industry leading to any of the following accounting positions: Accounting clerk; payroll clerk; accounting machine operator; auditor; and cost accountant. This training plus further experience should prepare graduates to become office managers, accounting supervisors, and to fill other responsible positions in a business firm.

			Hours Per Week	Quarter Hours	
			Class	Lab	Credit
<b>Accounting</b>					
<b>Fall Quarter</b>					
ENG 101R	Grammar		5	0	5
BUS 101	Introduction to Business		5	0	5
BUS 102	Typewriting		2	3	3
BUS 120	Accounting		3	2	4
BUS 111	Business Mathematics		5	0	5
			20	5	22
<b>Winter Quarter</b>					
ENG 102	Composition		3	0	3
ECO 102	Economics		5	0	5
BUS 103	Typewriting		2	3	3
BUS 115	Business Law		5	0	5
BUS 121	Accounting		3	2	4
			18	5	20
<b>Spring Quarter</b>					
ENG 103	Report Writing		3	0	3
ECO 104	Economics		3	0	3
BUS 116	Business Law		5	0	5
BUS 122	Accounting		3	2	4
BUS 123	Business Finance		5	0	5
			19	2	20
<b>Fall Quarter</b>					
EDP 104	Introduction to Data Processing		3	2	4
BUS 110	Office Machines		2	3	3
ENG 206	Business Communication		3	0	3
BUS 222	Intermediate Accounting		3	2	4
BUS 235	Business Management		5	0	5
			16	7	19
<b>Winter Quarter</b>					
ENG 204	Fundamentals of Speech		5	0	5
BUS 211	Office Machines		2	3	3
BUS 223	Intermediate Accounting		3	2	4
BUS 229	Taxes		3	2	4
BUS 271	Office Management		3	0	3
			16	7	19
<b>Spring Quarter</b>					
SSC 201	Social Science		3	0	3
PSY 206	Applied Psychology		3	0	3
BUS 225	Cost Accounting		3	2	4
BUS 224	Intermediate Accounting		3	2	4
BUS 247	Business Insurance		5	0	5
			17	4	19

# agricultural science

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## Purpose

The Agricultural Science curriculum is designed to prepare persons in the scientific, technical, and managerial concepts of farm and agricultural enterprise operations.

The program emphasizes the management and operation of farms. Courses are included to prepare the person to perform most of the repairs and installation of buildings and equipment, as well as perform electrical, construction, and irrigation requirements pertaining to the farm operation. Additional courses include those which prepare for planning, financing, marketing, and long-range forecasting of the farm enterprise.

## Job Description

Graduates from this curriculum will be qualified to operate and manage their own farm enterprise. In addition, opportunities can exist in selling agricultural products, managing farm supply stores and inspecting farm products.

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## Agricultural Science

		Hours Per Week	Quarter Hours
		Class	Lab

### First Quarter

AGR 101	Farm Tractors I	3	3	4
AGR 102	Farm Business Management	2	0	2
AGR 104	Swine Feeding and Management	2	0	2
		7	3	8

### Second Quarter

AGR 101	Farm Tractors II	0	6	2
AGR 105	Pastures and Forage Crops	2	0	2
AGR 109	Soil Science	2	0	2
		4	6	6

### Third Quarter

AGR 106	Techniques of Welding I	3	3	4
AGR 107	Farm Accounting and Records	2	0	2
AGR 108	Beef Production	2	0	2
		7	3	8

### Fourth Quarter

AGR 106	Techniques of Welding II	0	6	2
AGR 117	Feeds and Feeding Farm Animals	2	0	2
AGR 118	Feed Grain Crops	2	0	2
		4	6	6

### Fifth Quarter

AGR 114	Farm Electrification I	3	3	4
AGR 121	Weed Identification and Control	2	0	2
AGR 123	Ornamental Horticulture	2	0	2
		7	3	8

### Sixth Quarter

AGR 114	Farm Electrification II	0	6	2
AGR 124	Plant Propagation	2	0	2
AGR 126	Farm Forest Management	2	0	2
		4	6	6

### Seventh Quarter

AGR 122	Farm Machinery Repair and Maintenance I	3	3	4
AGR 130	Pesticides	2	0	2
AGR 131	Soybean Production	2	0	2
		7	3	8

### Eighth Quarter

AGR 122	Farm Machinery Repair and Maintenance II	0	6	2
AGR 139	Fertilizers and Lime	2	0	2
AGR 142	Agriculture Finance	2	0	2
		4	6	6

			Hours Per Week	Quarter Hours	Credit
			Class	Lab	
<b>Ninth Quarter</b>					
AGR 128	Farm and Home Construction I		3	3	4
AGR 138	Farm Records and Taxes		2	0	2
AGR 144	Opportunities in Agriculture Business		2	0	2
			7	3	8

#### Tenth Quarter

AGR 128	Farm and Home Construction II		0	6	2
AGR 134	Tobacco Production		2	0	2
AGR 140	Vegetable Production		2	0	2
			4	6	6

#### Eleventh Quarter

AGR 141	Surveying I		3	3	4
AGR 136	Agricultural Math		2	0	2
AGR 143	New Sources of Farm Income		2	0	2
			7	3	8

#### Twelfth Quarter

AGR 133	Farm Water and Plumbing Systems		3	3	4
AGR 132	Livestock Diseases and Parasites		2	0	2
AGR 135	Agricultural Law		2	0	2
			7	3	8

#### Elective

AGR 137	Farm and Home Appliance Repair		3	9	6
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\*To qualify for the Associate in Applied Science Degree, students meet the following requirements:

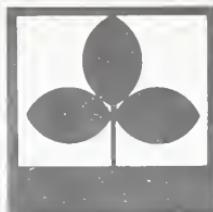
1. Regular college entrance requirements, including placement tests.
2. The satisfactory completion of a minimum of 18 hours of general education in addition to the appropriate technical courses will lead to an Associate in Applied Science Degree. The manner in which the 18 quarter hours of credit is to be distributed is indicated below:

#### I. English—A minimum of 12 quarter hours credit from the following courses:

ENG 101R	Grammar		5	0	5
ENG 102	Composition		3	0	3
ENG 103	Report Writing		3	0	3
ENG 204	Fundamentals of Speech		5	0	5

#### II. Social Science — A minimum of 6 quarter hours credit from the following courses:

SSC 201	Social Science		3	0	3
PSY 206	Applied Psychology		3	0	3



# agricultural science and mechanization

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## Veterans Farm Cooperative Program Special Program

### Purpose

This curriculum provides a training program for developing the basic knowledge and skills needed for the successful operation and management of a general farming program involving crops and livestock. There is a growing scarcity of young men trained in basic agriculture science and mechanics. Larger farming operations require more mechanization and tremendous outlays of capital; thus, the need for trained farmers becomes increasingly critical. The objective of this curriculum is to provide the managerial and operative training needed for successful farm operation.

### Job Description

Students who complete the training in the General Agriculture and Mechanics program are trained to manage and operate a farm. In addition he should be able to perform most of the repairs to buildings and equipment as well as perform the necessary electrical, construction, and plumbing requirements pertaining to the farm operation.

\*This program is designed for military veterans who qualify as farmers under Public Law 90-77, usually referred to as the G. I. Bill; however, any qualified student may enroll to complete the associate degree.

## Agricultural Science and Mechanization

	Hours Per Week	Quarter Hours Credit	
	Class	Lab	

### First Quarter

AGR 101	Farm Tractors I	3	3	4
AGR 102	Farm Business Management	2	0	2
AGR 104	Swine Feeding and Management	<u>2</u>	<u>0</u>	<u>2</u>
		<u>7</u>	<u>3</u>	<u>8</u>

### Second Quarter

AGR 101	Farm Tractors II	0	6	2
AGR 105	Pastures and Forage Crops	2	0	2
AGR 109	Soil Science	<u>2</u>	<u>0</u>	<u>2</u>
		<u>4</u>	<u>6</u>	<u>6</u>

### Third Quarter

AGR 106	Techniques of Welding I	3	3	4
AGR 107	Farm Accounting and Records	2	0	2
AGR 108	Beef Production	<u>2</u>	<u>0</u>	<u>2</u>
		<u>7</u>	<u>3</u>	<u>8</u>

### Fourth Quarter

AGR 106	Techniques of Welding II	0	6	2
AGR 117	Feeds and Feeding Farm Animals	2	0	2
AGR 118	Feed Grain Crops	<u>2</u>	<u>0</u>	<u>2</u>
		<u>4</u>	<u>6</u>	<u>6</u>

### Fifth Quarter

AGR 114	Farm Electrification I	3	3	4
AGR 121	Weed Identification and Control	2	0	2
AGR 123	Ornamental Horticulture	<u>2</u>	<u>0</u>	<u>2</u>
		<u>7</u>	<u>3</u>	<u>8</u>

### Sixth Quarter

AGR 114	Farm Electrification II	0	6	2
AGR 124	Plant Propagation	2	0	2
AGR 126	Farm Forest Management	<u>2</u>	<u>0</u>	<u>2</u>
		<u>4</u>	<u>6</u>	<u>6</u>

### Seventh Quarter

AGR 122	Farm Machinery Repair and Maintenance I	3	3	4
AGR 130	Pesticides	2	0	2
AGR 131	Soybean Production	<u>2</u>	<u>0</u>	<u>2</u>
		<u>7</u>	<u>3</u>	<u>8</u>

			Hours Per Week	Quarter	
			Class	Lab	Hours Credit
<b>Eighth Quarter</b>					
AGR 122	Farm Machinery Repair and Maintenance II		0	6	2
AGR 139	Fertilizers and Lime		2	0	2
AGR 142	Agriculture Finance		<u>2</u>	<u>0</u>	<u>2</u>
			4	6	6
<b>Ninth Quarter</b>					
AGR 128	Farm and Home Construction I		3	3	4
AGR 138	Farm Records and Taxes		2	0	2
AGR 144	Opportunities in Agriculture Business		<u>2</u>	<u>0</u>	<u>2</u>
			7	3	8
<b>Tenth Quarter</b>					
AGR 128	Farm and Home Construction II		0	6	2
AGR 134	Tobacco Production		2	0	2
AGR 140	Vegetable Production		<u>2</u>	<u>0</u>	<u>2</u>
			6	6	6
<b>Eleventh Quarter</b>					
AGR 141	Surveying I		3	3	4
AGR 136	Agricultural Math		2	0	2
AGR 143	New Sources of Farm Income		<u>2</u>	<u>0</u>	<u>2</u>
			7	3	8
<b>Twelfth Quarter</b>					
AGR 133	Farm Water and Plumbing Systems		3	3	4
AGR 132	Livestock Diseases and Parasites		2	0	2
AGR 135	Agricultural Law		<u>2</u>	<u>0</u>	<u>2</u>
			7	3	8

# business administration

Sincerely,

## **Introduction**

In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in this state, business has become more competitive and automated. Better opportunities in business will be filled by students with specialized education beyond the high school level.

## **Purpose**

The Business Administration curriculum is designed to prepare the graduate for employment and immediate effectiveness in many types of administrative and management trainee positions throughout the industrial community. The objectives of the Business Administration curriculum are to develop the following competencies:

1. Understanding of the principles of organization and management in business operations;
2. Understanding our economy through study and analysis of the role of production and marketing;
3. Knowledge in specific elements of accounting, finance, and business law;
4. Understanding and skill in effective communication for business;
5. Knowledge of human relations as they apply to successful business operations in a rapidly expanding economy.

## **Job Description**

The graduates of the Business Administration curriculum may enter a variety of career opportunities from beginning sales or office manager trainee to specialized duties in production, quality control, or inventory control. The duties and responsibilities of these graduates vary in different firms. These encompassments might include: Making up and filing reports; tabulating and posting data; credit and billing; checking calculations; adjusting complaints; operating various office machines; and assisting managers in supervising. Positions are available in businesses such as advertising, banking, credit, finance, retailing, wholesaling, hotel, tourist and travel industry, insurance, transportation, and communications.

			Hours Per Week	Quarter	
			Class	Lab	Hours Credit
<b>Business Administration</b>					
<b>Fall Quarter</b>					
ENG 101R	Grammar		5	0	5
BUS 101	Introduction to Business		5	0	5
BUS 102	Typewriting		2	3	3
BUS 120	Accounting		3	2	4
BUS 111	Business Mathematics		5	0	5
			20	5	22
<b>Winter Quarter</b>					
ENG 102	Composition		3	0	3
ECO 102	Economics		5	0	5
BUS 103	Typewriting		2	3	3
BUS 115	Business Law		5	0	5
BUS 121	Accounting		3	2	4
			18	5	20
<b>Spring Quarter</b>					
ENG 103	Report Writing		3	0	3
ECO 104	Economics		3	0	3
BUS 116	Business Law		5	0	5
BUS 122	Accounting		3	2	4
BUS 123	Business Finance		5	0	5
			19	2	20
<b>Fall Quarter</b>					
EDP 104	Introduction to Data Processing		3	2	4
BUS 110	Office Machines		2	3	3
ENG 206	Business Communication		3	0	3
BUS 219	Credit Procedures & Problems		3	0	3
BUS 235	Business Management		5	0	5
			16	5	18
<b>Winter Quarter</b>					
ENG 204	Fundamentals of Speech		5	0	5
BUS 211	Office Machines		2	3	3
BUS 229	Taxes		3	2	4
BUS 271	Office Management		3	0	3
BUS 232	Sales Development		5	0	5
			18	5	20
<b>Spring Quarter</b>					
SSC 201	Social Science		3	0	3
PSY 206	Applied Psychology		3	0	3
BUS 233	Personnel Management & Supervision		5	0	5
BUS 241	Sales Promotion & Advertising		5	0	5
BUS 247	Business Insurance		5	0	5
			21	0	21

# general office technology

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## **Introduction**

More people are now employed in clerical occupations than in any other single job category. Automation and increased production will mean that these people will need more technical skills and a greater adaptability for diversified types of jobs.

## **Purpose**

The General Office Technology curriculum is designed to develop the necessary variety of skills for employment in the business world. Specialized training in skill areas is supplemented by related courses in Mathematics, Accounting, Business Law, and Applied Psychology.

## **Job Description**

The graduate of the General Office Technology curriculum may be employed as an administrative assistant, accounting clerk, assistant office manager, bookkeeper, file clerk, machine transcriptionist, or a variety of other clerical-related jobs. Positions are available in almost every type of business, large or small.

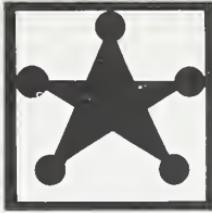
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## General Office Technology

			Hours Per Week	Quarter Hours	Credit
			Class	Lab	
<b>Fall Quarter</b>					
ENG	101R	Grammar	5	0	5
BUS	101	Introduction to Business	5	0	5
BUS	102	Typewriting	2	3	3
BUS	111	Business Mathematics	5	0	5
			17	3	18
<b>Winter Quarter</b>					
ENG	102	Composition	3	0	3
BUS	103	Typewriting	2	3	3
BUS	115	Business Law	5	0	5
BUS	118	Accounting	3	2	4
			13	5	15
<b>Spring Quarter</b>					
ENG	104R	Executive Spelling	3	0	3
BUS	104	Typewriting	2	3	3
BUS	112	Filing	3	2	4
BUS	119	Accounting	3	2	4
			11	7	14
<b>Fall Quarter</b>					
ENG	201R	Advanced Grammar	5	0	5
ENG	206	Business Communications	3	0	3
EDP	104	Introduction to Data Processing	3	2	4
BUS	205	Advanced Typewriting	2	3	3
BUS	110	Office Machines	2	3	3
			15	8	18
<b>Winter Quarter</b>					
BUS	214	Secretarial Procedures	3	2	4
ENG	204	Fundamentals of Speech	5	0	5
BUS	211	Office Machines	2	3	3
BUS	229	Taxes	3	2	4
			13	7	16
<b>Spring Quarter</b>					
SSC	201	Social Science	3	0	3
PSY	206	Applied Psychology	3	0	3
BUS	109R	Machine Transcription	2	3	3
PSY	112	Personal Development	3	0	3
BUS	183	Terminology, Vocabulary, & Punctuation	5	0	5
			16	3	17

# police science technology

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## **Introduction**

It is recognized today that the police profession can no longer rely on its past methodology in recruitment, training, and performance in the field. The complexities of modern society require that law enforcement officers to be knowledgeable in a number of areas. A law enforcement officer must have an understanding of human psychology in order to arbitrate domestic quarrels and properly handle deviant behavior. His deep involvement with the entire administration of justice necessitates an understanding of law. He must have an understanding of the behavior, attitudes, and motivations of various ethnic groups. The law enforcement officer must understand emergency procedures and be prepared to administer aid to injured and ill individuals.

A law enforcement officer must be expert in his daily work area; he must develop a competency in investigative techniques, patrol and traffic functions, court procedures, police management, forensic science, and the mechanics of arrest, search, and seizure.

Above all, the law enforcement officer must understand the meaning and value of ethical concepts relating to honesty, integrity, and tolerance.

## **Description of Curriculum**

This curriculum will assist the student in acquiring the necessary understandings required of law enforcement officers by modern society. The approach is both theoretical and practical, with course work which covers all areas of the practical, theoretical, and technical application of law enforcement techniques. The courses in this curriculum are designed for law enforcement officers, prospective law enforcement officers, and citizens interested in the crime problem. Classes are scheduled so that they can be taken by law enforcement officers during their off-duty hours. The degree of Associate in Applied Science in Police Science Technology will be awarded upon successful completion of this curriculum.

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## **Police Science Technology**

			<i>Hours Per Week</i>	<i>Quarter Hours</i>	
			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
<b>Fall Quarter</b>					
Eng	101R	Grammar	5	0	5
BUS	111	Business Mathematics	5	0	5
PSC	101	Introduction to Police Science	5	0	5
PSY	206	Applied Psychology	3	0	3
PSC	102	Motor Vehicle Laws	3	0	3
			<u>21</u>	<u>0</u>	<u>32</u>
<b>Winter Quarter</b>					
ENG	102	Composition	3	0	3
PSC	220	Police Organization and Administration	3	0	3
PSC	105	Introduction to Criminology	5	0	5
POL	102	United States Government	3	0	3
SOC	201	Introduction to Sociology	5	0	5
			<u>19</u>	<u>0</u>	<u>19</u>
<b>Spring Quarter</b>					
ENG	204	Fundamentals of Speech	5	0	5
POL	202	State & Local Government	5	0	5
HEA	102	First Aid & Safety	3	0	3
PSC	106	Identification Techniques	3	2	4
PSC	110	Police Role in Crime & Delinquency	3	0	3
			<u>19</u>	<u>2</u>	<u>20</u>

			Hours Per Week	Quarter Hours	Credit
			Class	Lab	
<b>Fall Quarter</b>					
ENG	103	Report Writing	3	0	3
CHM	105R	General Chemistry	3	2	4
PSC	115	Criminal Law I	3	0	3
PSC	201	Traffic Planning & Management	5	0	5
PSC	221	Police Supervision	<u>3</u>	<u>0</u>	<u>3</u>
			17	2	18
<b>Winter Quarter</b>					
PSC	116	Criminal Law II	3	0	3
PSC	204	Police Photography	3	2	4
PSC	211	Introduction to Criminalistics	3	2	4
PSC	225	Criminal Procedure	2	0	2
PSC	217	Laws of Arrest, Search, and Seizure	<u>5</u>	<u>0</u>	<u>5</u>
			16	4	18
<b>Spring Quarter</b>					
PSC	240	Firearms & Defensive Tactics	3	2	4
PSC	210	Criminal Investigation	3	4	5
PSC	205	Criminal Evidence	3	0	3
PSY	103	Adolescent Psychology	3	0	3
PSC	230	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
			15	6	18
<b>Electives</b>					
PSC	212	Forensic Science	3	2	4
PSC	208	Applied Police Psychology	3	0	3
PSC	202	Police Community Relations	2	0	2
BUS	102	Beginning Typewriting	2	3	3
PSC	219	Administration of Justice	5	0	5
PSC	250	Individual Study	3	0	3
PSC	241	Firearms Practice I	0	3	1



# secretarial-executive

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## **Introduction**

The tremendous business and industrial expansion throughout North Carolina has placed even greater demands on operating executives. Because of these demands, increased emphasis has been placed on the requirements for more and better qualified stenographers and executive secretaries to relieve the manager of routine administrative matters.

## **Purpose**

The purpose of this curriculum is to outline a program of instruction that will provide training in secretarial procedures and practices required by business office managers and insure that graduates of this course will be immediately effective upon accepting employment in a business office.

The objectives of the Executive Secretarial curriculum are to develop the following competencies:

1. Skill in typing, dictation, transcription, and business terminology;
2. Special training in accounting, business mathematics, business law, and office machines;
3. Understanding and skill in the effective use of communications, human relations and personality, and social science in business functions.

## **Job Description**

The graduate of the Executive Secretarial curriculum will qualify for a variety of positions requiring skill in dictation, accurate transcription of business letters and reports, general knowledge of the business community, and may be employed as a stenographer or executive secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The executive secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to an executive. The graduate may enter a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.

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## **Secretarial — Executive**

	<i>Hours Per Week</i>		<i>Quarter Hours</i>
	<i>Class</i>	<i>Lab</i>	<i>Credit</i>

### **Fall Quarter**

ENG 101R	Grammar	5	0	5
BUS 101	Introduction to Business	5	0	5
BUS 102	Typewriting	2	3	3
BUS 106	Shorthand	3	2	4
BUS 111	Business Mathematics	5	0	5
		20	5	22

### **Winter Quarter**

ENG 102	Composition	3	0	3
BUS 103	Typewriting	2	3	3
BUS 107	Shorthand	3	2	4
BUS 115	Business Law	5	0	5
BUS 118	Accounting	3	2	4
		16	7	19

### **Spring Quarter**

ENG 104R	Executive Spelling	3	0	3
BUS 104	Typewriting	2	3	3
BUS 108	Shorthand	3	2	4
BUS 119	Accounting	3	2	4
		11	7	14

### **Fall Quarter**

EDP 104	Introduction to Data Processing	3	2	4
BUS 110	Office Machines	2	3	3
BUS 205	Advanced Typewriting	2	3	3
BUS 206	Dictation and Transcription	3	2	4
ENG 206	Business Communication	3	0	3
		13	10	17

### **Winter Quarter**

BUS 214	Secretarial Procedures	3	2	4
ENG 204	Fundamentals of Speech	5	0	5
BUS 207	Dictation and Transcription	3	2	4
BUS 211	Office Machines	2	3	3
BUS 229	Taxes	3	2	4
		16	9	20

### **Spring Quarter**

BUS 112	Filing	3	2	4
BUS 183	Terminology, Vocabulary and Punctuation	5	0	5
SSC 201	Social Science	3	0	3
BUS 208	Dictation and Transcription	3	2	4
PSY 112	Personal Development	3	0	3
		17	4	19



# secretarial-legal

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## **Introduction**

The demand for better qualified legal secretaries in our ever-expanding legal profession throughout the state is becoming more acute. Qualified legal secretaries will relieve the attorney of routine administrative matters.

## **Purpose**

The purpose of the Legal Secretarial curriculum is to outline a training program that will provide specialized training in the accepted procedures required by the legal profession, and to enable persons to become proficient soon after accepting employment in the legal office.

The objectives of the Legal Secretarial curriculum are to develop the following competencies:

1. Skill in typing, dictation, transcription, and legal terminology;
2. Special training in accounting, business mathematics, business law, and office machines;
3. Understanding and skill in the effective use of communications, human relations and personality, and social science in legal functions.

## **Job Description**

The graduate of the Legal Secretarial curriculum should have a knowledge of legal terminology, skill in dictation and accurate transcription of legal records, reports, letters, and documents. The duties of a legal secretary may consist of: taking dictation and transcribing letters, memoranda, and reports, meeting office callers and screening telephone calls, filing, and scheduling appointments.

## **Secretarial — Legal**

*Hours Per Week*

*Quarter Hours Credit*

### **Fall Quarter**

		<i>Class</i>	<i>Lab</i>	<i>Hours Credit</i>
ENG	101R	Grammar	5	0 5
BUS	111	Business Mathematics	5	0 5
BUS	101	Introduction to Business	5	0 5
BUS	102	Typewriting	2	3 3
BUS	106	Shorthand	3	2 4
			20	5 22

### **Winter Quarter**

ENG	102	Composition	3	0 3
BUS	103	Typewriting	2	3 3
BUS	107	Shorthand	3	2 4
BUS	115	Business Law	5	0 5
BUS	118	Accounting	3	2 4
			16	7 19

### **Spring Quarter**

ENG	104R	Executive Spelling	3	0 3
BUS	104	Typewriting	2	3 3
BUS	108	Shorthand	3	2 4
BUS	116	Business Law	5	0 5
BUS	119	Accounting	3	2 4
			16	7 19

### **Fall Quarter**

ENG	206	Business Communication	3	0 3
EDP	104	Introduction to Data Processing	3	2 4
BUS	110	Office Machines	2	3 3
BUS	205	Advanced Typewriting	2	3 3
BUS	206L	Dictation & Transcription (Legal)	3	2 4
			13	10 17

### **Winter Quarter**

ENG	204	Fundamentals of Speech	5	0 5
BUS	214	Secretarial Procedures	3	2 4
BUS	207L	Dictation & Transcription (Legal)	3	2 4
BUS	211	Office Machines	2	3 3
BUS	229	Taxes	3	2 4
			16	9 20

### **Spring Quarter**

SSC	201	Social Science	3	0 3
BUS	112	Filing	3	2 4
BUS	183L	Term., Vocabulary, & Punctuation (Legal)	5	0 5
BUS	208L	Dictation & Transcription (Legal)	3	2 4
PSY	112	Personal Development	3	0 3
			17	4 19



# secretarial-medical

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## **Introduction**

The recent expansion of existing medical facilities in Robeson County and the increasing number of physicians practicing in this area have created a demand for qualified medical stenographers and secretaries which far exceeds the supply of trained personnel. Qualified medical secretaries will relieve the physician of routine administrative matters.

## **Purpose**

The purpose of this curriculum is to outline a program of instruction that will provide training in secretarial procedures and practices required by the physicians and hospital administrators and insure that graduates of this course will be immediately effective upon accepting employment in a medical office.

The objectives of the Medical Secretarial curriculum are to develop the following competencies:

1. Skill in typing, dictation, transcription, and medical terminology;
2. Special training in accounting, business mathematics, business law, and office machines;
3. Understanding and skill in the effective use of communications, human relations and personality, and social science in medical functions.

## **Job Description**

The graduate of the Medical Secretarial curriculum will qualify for a variety of positions requiring skill in dictation, accurate transcription of business and medical letters, medical reports, general knowledge of the medical office operation, and may be employed as a medical stenographer or secretary. Medical stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The medical secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, making appointments, screening telephone calls, and being an assistant to the physician. She may enter a secretarial position in a variety of offices in hospitals, medical supply houses, physicians' offices and clinics.

## **Secretarial — Medical**

		<i>Hours Per Week</i>		<i>Quarter Hours</i>
		<i>Class</i>	<i>Lab</i>	<i>Credit</i>
<b>Fall Quarter</b>				
ENG	101R	Grammar	5	0 5
BUS	111	Business Mathematics	5	0 5
BUS	102	Typewriting	2	3 3
BUS	101	Introduction to Business	5	0 5
BUS	106	Shorthand	3	2 4
			20	5 22
<b>Winter Quarter</b>				
ENG	102	Composition	3	0 3
BUS	103	Typewriting	2	3 3
BUS	107	Shorthand	3	2 4
BUS	118	Accounting	3	2 4
BUS	115	Business Law	5	0 5
			16	7 19
<b>Spring Quarter</b>				
ENG	104R	Executive Spelling	3	0 3
BUS	104	Typewriting	2	3 3
BUS	108	Shorthand	3	2 4
BUS	119	Accounting	3	2 4
BUS	116	Business Law	5	0 5
			16	7 19
<b>Fall Quarter</b>				
BIO	110	Anatomy	3	0 3
BUS	206M	Dictation & Transcription (Medical)	3	2 4
BUS	205	Advanced Typewriting	2	3 3
BUS	110	Office Machines	2	3 3
EDP	104	Introduction to Data Processing	3	2 4
			13	10 17
<b>Winter Quarter</b>				
BUS	207M	Dictation & Transcription (Medical)	3	2 4
BUS	229	Taxes	3	2 4
BUS	211	Office Machines	2	3 3
ENG	204	Fundamentals of Speech	5	0 5
BUS	214	Secretarial Procedures	3	2 4
			16	9 20
<b>Spring Quarter</b>				
BUS	208M	Dictation & Transcription (Medical)	3	2 4
PSY	112	Personal Development	3	0 3
BUS	183M	Term., Vocabulary, & Punctuation (Medical)	5	0 5
BUS	112	Filing	3	2 4
SSC	201	Social Science	3	0 3
			17	4 19

# course descriptions

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The following section provides a brief description for each course listed in the previous section. Courses are listed alphabetically by prefix and arranged in ascending order by number (e.g., BUS 101, BUS 110, BUS 205, ENG 101, etc.).

Credit hours are based upon 50-minute periods and are earned in the following categories: One lecture period equals one credit hour; two lab periods equal one credit hour; three shop periods equal one credit hour.

The numbers given on the right side of the page (3, 9, 6) indicate the following: First number gives the hours per week of lecture; second number gives the hours per week of laboratory or shop; and the third number indicates the quarter hours credit for that one course.

**AGR 101 Farm Tractors, I & II**                                    3     9     6  
A study of farm tractors including gas and diesel engines. Units to be studied include engines, ignition, electrical, braking, cooling and transmission systems.

**AGR 102 Farm Business Management**                        2     0     2  
A review of the functions of the manager of a business firm and the problems of farm operators. Development of the concepts of costs and budgets as an aid in choosing what to produce. An analysis of the factors of production to find the least cost production procedure. Data will be analyzed to select the level of production that yields the highest net revenue. Relationships between size, efficiency, and gross farm income and net farm income will be stressed.

**AGR 104 Swine Feeding and Management**                2     0     2  
A study of the scientific methods of selecting, breeding, feeding, and management of swine. Special attention will be given to housing and marketing.

**AGR 105 Pastures and Forage Crops**                        2     0     2  
A study of the major grasses and legumes of economic importance in North Carolina. Attention will be given to management, soil types, fertilization, harvesting, and nutrient value.

**AGR 106 Techniques of Welding, I & II**                        3     9     6  
This course will cover both arc and gas welding. The safe and correct methods of assembling and operating welding equipment will be stressed. Welded joints and flame cutting are discussed and practiced in various positions that are applicable to mechanical repair work and steel fabrication. Care, maintenance, and selection of welding equipment and supplies are applied in this course.

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<b>AGR 107 Farm Accounting and Records</b>	<b>2 0 2</b>
An introductory course to accounting methods related to farm needs which acquaints the student with terminology, basic principles and techniques used in recording transactions. Practical application of the principles learned are made by working with actual farm situations.	
<b>AGR 108 Beef Production</b>	<b>2 0 2</b>
A study of the principles of selecting, breeding, feeding, care and management of beef cattle.	
<b>AGR 109 Soil Science</b>	<b>2 0 2</b>
This course deals with the development, classification, evaluation and management of soils; care, cultivation, and conservation of soil fertilization.	
<b>AGR 114 Farm Electrification, I &amp; II</b>	<b>3 9 6</b>
A study of basic principles of wiring farm buildings and the application of electricity to agriculture production.	
<b>AGR 117 Feeds and Feeding Farm Animals</b>	<b>2 0 2</b>
A study of the composition of feeds, feed additives, and the nutritional requirements of livestock. The course includes a study of the principles used in the formulation of practical and economical livestock rations.	
<b>AGR 118 Feed Grain Crops</b>	<b>2 0 2</b>
This course stresses the value of scientific methods in the production of corn, oats, wheat, barley and sorghum. Varieties, soils, fertilization, cultivation, harvesting and utilization are included.	
<b>AGR 121 Weed Identification and Control</b>	<b>2 0 2</b>
A study dealing with the identification and control of annual and perennial weeds and grasses of economic importance in North Carolina.	
<b>AGR 122 Farm Machinery Repair and Maintenance, I &amp; II</b>	<b>3 9 6</b>
This course emphasizes the proper care of farm machinery and the economic value of proper servicing and management. All kinds of farm machinery will be utilized and the student will develop skills through actual demonstrations and shop practice.	
<b>AGR 123 Ornamental Horticulture</b>	<b>2 0 2</b>
A study of the principles of care and selection of plants, shrubs, trees and grasses for the home landscape. Field trips and demonstrations will be utilized in the development of skills and practices needed in landscape planning.	

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<b>AGR 124 Plant Propagation</b>	<b>2 0 2</b>
The various means of plant reproduction are scientifically studied. Special attention is given to the propagation of shrubs for the home landscape plan.	
<b>AGR 126 Farm Forest Management</b>	<b>2 0 2</b>
A course dealing with the fundamentals of forestry and farm forestry problems, including planting, thinning, harvesting and marketing.	
<b>AGR 128 Farm and Home Construction, I &amp; II</b>	<b>3 9 6</b>
This course deals with the fundamentals of farm carpentry, fences, concrete and masonry. Part of the course gives students an opportunity to learn and practice home construction projects such as kitchen cabinets.	
<b>AGR 130 Pesticides</b>	<b>2 0 2</b>
A study of the beneficial and harmful insects affecting farm production in North Carolina and the methods of control.	
<b>AGR 131 Soybean Production</b>	<b>2 0 2</b>
Crop characteristics, varieties, environmental factors, rotations, control of pests and other production practices are covered.	
<b>AGR 132 Livestock Diseases and Parasites</b>	<b>2 0 2</b>
A course dealing with the common diseases and parasites of livestock; sanitation practices and procedures with emphasis on the cause, damage, symptoms, prevention and treatment of parasites and diseases, and management factors relating to disease and parasite prevention and control.	
<b>AGR 133 Farm Water and Plumbing Systems</b>	<b>3 9 6</b>
This course is a study of the farm water needs and waste disposal. Attention is given to planning and installing the system and its proper care and maintenance.	
<b>AGR 134 Tobacco Production</b>	<b>2 0 2</b>
This course discusses the production practices that are relevant to flue-cured tobacco in North Carolina. Emphasized will be plant bed practices and field production — machinery, cultural practices, fertilization, harvesting and marketing.	
<b>AGR 135 Agricultural Law</b>	<b>2 0 2</b>
A general course designed to acquaint the student with certain fundamentals and principles of law, including contracts, agency and negotiable instruments. Includes the general study of law pertaining to partnership, corporations, sales, suretyship, bailments, and real property.	

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<b>AGR 136 Agricultural Math</b>	<b>2 0 2</b>
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.	
<b>AGR 137 Farm and Home Appliance Repair</b>	<b>3 9 6</b>
This course teaches the student how to repair all home appliances with emphasis on commonly used electrical appliances and machines in the home or on the farm.	
<b>AGR 138 Farm Records and Taxes</b>	<b>2 0 2</b>
This is a study of the records necessary to properly complete a tax form and the procedures and skills needed for income tax computations.	
<b>AGR 139 Fertilizers and Lime</b>	<b>2 0 2</b>
A review of the source, function, and the use of the major and minor plant food elements; commercial fertilizer ingredients; soil acidity, liming materials; application of fertilizer and liming materials.	
<b>AGR 140 Vegetable Production</b>	<b>2 0 2</b>
This course stresses the production practices involved in land care and use for vegetable farming. Emphasis will be placed on harvesting and marketing.	
<b>AGR 141 Surveying, I &amp; II</b>	<b>3 9 6</b>
Theory and practice of elementary plane surveying including horizontal measurements, differential and profile leveling, cross sections, earth-work computations, transit, stadia, and transit-tape surveys.	
<b>AGR 142 Agriculture Finance</b>	<b>2 0 2</b>
Analysis of the capital structure of modern commercial agriculture with emphasis on the sources of credit. A review of lending institutions, repayment, schedules, and credit instruments. Practice in the procedure of evaluating farm resources with attention to information needed for valuation, appraisal forms and procedures, discounting and depreciation.	
<b>AGR 143 New Sources of Farm Income</b>	<b>2 0 2</b>
This is a study of new areas of production that are not in practice in the student's present farming program. The farm enterprise system will be analyzed and new enterprises suggested.	
<b>AGR 144 Opportunities in Agriculture Business</b>	<b>2 0 2</b>
This course presents the opportunities for part or full-time employment in farm-related occupations. Agriculture businesses such as feeds and fertilizers as well as farm custom machinery work are considered.	

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<b>BIO 110 Anatomy</b>	<b>3 0 3</b>
An introductory study of anatomy and functions of the human body and its systems, with emphasis upon the interrelatedness of these functions and processes. Thorough coverage of terminology used in day-to-day situations in a medical office.	
<b>BUS 101 Introduction to Business</b>	<b>5 0 5</b>
A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization, and management.	
<b>BUS 102 Typewriting</b>	<b>2 3 3</b>
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.	
<b>BUS 103 Typewriting</b>	<b>2 3 3</b>
Designed to improve speed and accuracy with continued emphasis on subjects taught in BUS 102.	
Prerequisite: BUS 102.	
<b>BUS 104 Typewriting</b>	<b>2 3 3</b>
Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms.	
Prerequisite: BUS 103 or the equivalent.	
Speed requirement, 40 words per minute for five minutes.	
<b>BUS 106 Shorthand</b>	<b>3 2 4</b>
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.	
<b>BUS 107 Shorthand</b>	<b>3 2 4</b>
Continued study of theory with greater emphasis on dictation and elementary transcription.	
Prerequisite: BUS 106 or the equivalent.	
<b>BUS 108 Shorthand</b>	<b>3 2 4</b>
Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.	
Prerequisite: BUS 107.	

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<b>BUS 109R Machine Transcription</b>	<b>2    3    3</b>
A beginning course in developing the skill of transcribing at the typewriter materials appropriate to the various business and professional offices in which the student may eventually be employed. The objective of the course is accuracy and comprehension, and the student will be expected to complete a minimum of fifty typewritten business forms without error.	
Prerequisite: BUS 205, BUS 211.	
<b>BUS 110 Office Machines</b>	<b>2    3    3</b>
A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator.	
Prerequisites: BUS 104 (SS & GOT), BUS 102 (BA & ACT).	
<b>BUS 111 Business Mathematics</b>	<b>5    0    5</b>
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.	
<b>BUS 112 Filing</b>	<b>3    2    4</b>
Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal Filing.	
<b>BUS 115 Business Law</b>	<b>5    0    5</b>
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.	
<b>BUS 116 Business Law</b>	<b>5    0    5</b>
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.	
Prerequisite: BUS 115.	
<b>BUS 118 Accounting</b>	<b>3    2    4</b>
An introduction to the principles, techniques and tools of accounting for understanding the mechanics of accounting, collecting, summarizing, analyzing, and reporting information about service and merchantile enterprises.	
Prerequisite: BUS 111.	
<b>BUS 119 Accounting</b>	<b>3    2    4</b>
Continuation of accounting principles learned in BUS 118 with detailed emphasis on notes, deferrals, accruals. Includes a study of current and fixed assets with special attention to receivable, inventory and plant assets.	
Prerequisite: BUS 118.	

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<b>BUS 120 Accounting</b>	<b>3    2    4</b>
Principles, techniques, and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.	
<b>BUS 121 Accounting</b>	<b>3    2    4</b>
Continuation of accounting principles learned in BUS 120 with detailed emphasis on notes, deferrals, accruals. Includes a study of current and fixed assets with special attention to receivables, inventory and plant assets.	
Prerequisite: BUS 120, BUS 111.	
<b>BUS 122 Accounting</b>	<b>3    2    4</b>
Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing, and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.	
Prerequisite: BUS 121.	
<b>BUS 123 Business Finance</b>	<b>5    0    5</b>
Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing.	
<b>BUS 183E-L-M Term., Vocabulary &amp; Punctuation</b>	<b>5    0    5</b>
A course to develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices.	
<b>BUS 205 Advanced Typewriting</b>	<b>2    3    3</b>
Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts, and legal documents.	
Prerequisite: BUS 104. Speed requirement, 50 words per minute for five minutes.	
<b>BUS 206E-M-L Dictation &amp; Transcription</b>	<b>3    2    4</b>
Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar materials at varying rates of speed. Minimum dictation of 100 words per minute required for five minutes on new materials.	
Prerequisite: BUS 108.	

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<b>BUS 207E-M-L</b>	<b>Dictation &amp; Transcription</b>	<b>3    2    4</b>
Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute required for five minutes on new material.		
Prerequisite: BUS 206E-M-L.		
<b>BUS 208E-M-L</b>		
<b>Dictation &amp; Transcription</b>	<b>3    2    4</b>	
Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute required for five minutes on new material.		
Prerequisite: BUS 207E-M-L.		
<b>BUS 211</b>	<b>Office Machines</b>	<b>2    3    3</b>
Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines.		
<b>BUS 214</b>	<b>Secretarial Procedures</b>	<b>3    2    4</b>
Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.		
Prerequisite: BUS 205.		
<b>BUS 219</b>	<b>Credit Procedures &amp; Problems</b>	<b>3    0    3</b>
Develops an understanding of the principles of credit collection, control, and security. Presents fundamentals of the collection agency principle.		
<b>BUS 222</b>	<b>Intermediate Accounting</b>	<b>3    2    4</b>
This course is designed to provide a gradual transition from the introductory course in accounting to the more rigorous professional level of analysis. The earlier part of this course constitutes an overview of the accounting process, including the development of accounting theory and practice, and the income statement and balance sheet. In addition, the course deals with problems that arise in accounting for and controlling cash, marketable securities, receivables and current liabilities.		
Prerequisite: BUS 122.		
<b>BUS 223</b>	<b>Intermediate Accounting</b>	<b>3    2    4</b>
This course is a continuation of BUS 222. Attention is centered on the problems of accounting and reporting on a firm's investment in productive assets: inventories, facilities, and intangibles. In evaluating alternative methods of accounting for inventories and facilities, the effect of changes in specific prices and general price levels is given particular attention.		
Prerequisite: BUS 222.		

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<b>BUS 224 Intermediate Accounting</b>	<b>3    2    4</b>
This course is concerned primarily with the special accounting problems common to corporate organizations. These problems focus largely on the stockholder's equity and long-term debt section of the balance sheet. In addition, this course deals with the statement of changes in financial position, accounting changes and related disclosure requirements, along with incomplete records and the analysis of financial statements.	
Prerequisite: BUS 223.	
<b>BUS 225 Cost Accounting</b>	<b>3    2    4</b>
Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden, job cost, and standard cost principles and procedures; selling and distribution cost; budgets, and executive use of cost figures.	
Prerequisite: BUS 121.	
<b>BUS 229 Taxes</b>	<b>3    2    4</b>
Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance.	
Prerequisite: BUS 122 and/or BUS 119.	
<b>BUS 232 Sales Development</b>	<b>5    0    5</b>
A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.	
<b>BUS 233 Personnel Management &amp; Supervision</b>	<b>5    0    5</b>
A study of the fundamental differences in the theories (schools) in dealing with the human resource in industry. Primary emphasis on human relations management versus the scientific approach. Provides an overview of different methods and techniques of supervision with emphasis on securing an effective work force.	
<b>BUS 235 Business Management</b>	<b>5    0    5</b>
Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the design-making functions versus the operating function. Role of management in business — qualifications and requirements.	
<b>BUS 241 Sales Promotion &amp; Advertising</b>	<b>5    0    5</b>
The scope and activities of promoting the selling action with emphasis on the coordination of advertising, display, special events, publicity, and management of the sales force. Special attention is to be given to product and marketing research. Selection of media, means of testing effectiveness of media, writing of advertising copy, budgeting and implementation.	

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<b>BUS 247 Business Insurance</b>	<b>5 0 5</b>
A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included.	
<b>BUS 271 Office Management</b>	<b>3 0 3</b>
Presents the fundamental principles of office management. Emphasis on the role of office management including its function, office automation, planning, controlling, organizing, and actuating office problems.	
<b>CHM 105R General Chemistry</b>	<b>3 2 4</b>
A course providing instruction in the language of chemistry; fundamental chemical laws and theories; preparation and properties of the elements and their compounds; kinetic molecular theory; solutions, the gas laws; and an intensive study of atomic structure. Two lectures per week and three hours of audio-tutorial experience (listening to recorded discussions of the materials, viewing film loops, and performing laboratory experiments).	
<b>ECO 102 Economics</b>	<b>5 0 5</b>
The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.	
<b>ECO 104 Economics</b>	<b>3 0 3</b>
Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.	
<b>EDP 104 Introduction to Data Processing</b>	<b>3 2 4</b>
Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.	
<b>ENG 101R Grammar</b>	<b>5 0 5</b>
Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.	
<b>ENG 102 Composition</b>	<b>3 0 3</b>
Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition. Prerequisite: ENG 101R.	

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<b>ENG 103 Report Writing</b>	<b>3 0 3</b>
The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must relate to the student's specific curriculum.	
Prerequisite: ENG 102.	
<b>ENG 104R Executive Spelling</b>	<b>3 0 3</b>
A realistic learn-to-spell program, presenting key words the student needs to master in order to be able to communicate effectively in the world of business. Particular emphasis will be placed on effective use of the dictionary with words most likely to be encountered by the beginning employee in a business office.	
Prerequisite: ENG 102.	
<b>ENG 201R Advanced Grammar</b>	<b>5 0 5</b>
An advanced, intensive course in grammar designed to strengthen the ability of the student to express himself in written and oral communication. The course is also intended to reinforce previously acquired knowledge of machine transcription and to provide additional assistance in the preparation of letters and other business forms.	
Prerequisite: ENG 101R.	
<b>ENG 204 Fundamentals of Speech</b>	<b>5 0 5</b>
A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.	
Prerequisite: ENG 101R.	
<b>ENG 206 Business Communication</b>	<b>3 0 3</b>
Develops skills in techniques in writing business communications. Emphasis is placed on writing action — getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.	
Prerequisite: ENG 102.	
<b>HEA 102 First Aid &amp; Safety</b>	<b>3 0 3</b>
A basic course in health education designed to teach the fundamentals of administering first aid. Emphasis is placed on accident prevention and practical application. The American Red Cross Standard Certificate will be issued to students with a grade of "C" or better.	

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<b>POL 102 United States Government</b>	<b>3</b>	<b>0</b>	<b>3</b>
English and colonial background, the Articles of Confederation, and the framing of the federal constitution. The nature of the federal union; state rights, federal powers, political parties. The general organization and functioning of national government.			
<b>POL 202 State &amp; Local Government</b>	<b>5</b>	<b>0</b>	<b>5</b>
A study which traces the evolution, growth, and development of American state and local government. A treatment is given of the political and constitutional status of state and local government in relation to the federal system. The functions of state, county, and city governments are taken up in considerable detail.			
<b>PSC 101 Introduction to Police Science</b>	<b>5</b>	<b>0</b>	<b>5</b>
A general course designed to familiarize the student with the philosophy and history of law enforcement, including its legal limitations in a democratic republic, a survey of the primary duties and responsibilities of the various law enforcement agencies, a delineation of the basic processes of justice, an evaluation of law enforcement's current position, and an orientation relative to law enforcement as a vocation.			
<b>PSC 102 Motor Vehicle Laws</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of the traffic enforcement codes with primary emphasis placed on North Carolina law.			
<b>PSC 105 Introduction to Criminology</b>	<b>5</b>	<b>0</b>	<b>5</b>
A survey of the different crimes; theories and factors attributing to criminal behavior. The student will study some of the penal and correctional procedures which have been used in the past, as well as some of the contemporary methods.			
<b>PSC 106 Identification Techniques</b>	<b>3</b>	<b>2</b>	<b>4</b>
The student will study various identification methods and how they evolved into the present day systems. Techniques for lifting latent prints and taking rolled impressions will be developed through lab practice. Instruction will be given in the more popular ten-finger and single-print classification systems. An introduction will be given to the process of comparing latent lifts and rolled impressions and in preparing them for courtroom presentation.			
<b>PSC 110 Police Role in Crime &amp; Delinquency</b>	<b>3</b>	<b>0</b>	<b>3</b>
An introduction to the cause and treatment of juvenile delinquency. The organization, functions, and jurisdictions of juvenile agencies; the processing and detention of juveniles, juvenile case disposition, juvenile status and court procedures. Evaluation of methods in delinquency control. Special attention will be given to forms of family, church, and community resources bearing on juvenile adjustment and preventative measures.			

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<b>PSC 115 Criminal Law I</b>	<b>3 0 3</b>
Designed to present a basic concept of criminal law and create an appreciation of the rules under which ones lives in our system of government. Primary emphasis will be placed on North Carolina law.	
<b>PSC 116 Criminal Law II</b>	<b>3 0 3</b>
A continuation of Criminal Law I which presents a basic concept of criminal law and creates an appreciation of the rules under which one lives in our system of government. Primary emphasis will be placed on North Carolina law. Prerequisite: PSC 115.	
<b>PSC 201 Traffic Planning &amp; Management</b>	<b>5 0 5</b>
A study which covers the history of the traffic enforcement problems and gives an overview of the problem as it exists today. Attention will be given to the three E's and legislation, the organization of the traffic unit, the responsibilities to the traffic function of the various units with the law enforcement agency, enforcement tactics, evaluation of the traffic program effectiveness, and the allocation of men and materials.	
<b>PSC 202 Police Community Relations</b>	<b>2 0 2</b>
A course designed to create an awareness of the need for good police and community relationships; problems confronting police personnel in achieving this goal; solutions to these problems, including a survey of non-police agencies dealing with police problems and how they can best work together to achieve their common goal. Prerequisite: Permission of instructor/coordinator.	
<b>PSC 204 Police Photography</b>	<b>3 2 4</b>
A study of photographic equipment and its application to the field of law enforcement. Instruction will be given in all phases of the photographic process, including crime scene surveillance, macro- and microphotography, including the development of negatives and prints. The student will develop techniques in the use of different kinds of cameras and other photographic equipment through lab practice. Prerequisite: CHM 105R.	
<b>PSC 205 Criminal Evidence</b>	<b>3 0 3</b>
Instruction covers the kinds and degrees of evidence and the rules governing the admissibility of evidence in court. Prerequisite: PSC 115 and PSC 116.	
<b>PSC 208 Applied Police Psychology</b>	<b>3 0 3</b>
Designed to assist law enforcement officers in a better understanding of relationships on the job, at home, and in the community as members of the law enforcement team.	

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<b>PSC 210 Criminal Investigation</b>	<b>3    4    5</b>
This course introduces the student to the fundamentals of investigation; crime scene search; recording, collection, and preservation of evidence; case preparation and court presentation; and the investigation of specific offenses such as arson, narcotics, sex, larceny, burglary, robbery, and homicide.	
Prerequisite: Admission to the program; permission of the instructor/coordinator.	
<b>PSC 211 Introduction to Criminalistics</b>	<b>3    2    4</b>
A general survey of the methods and techniques used in modern scientific investigation of crime, with emphasis upon the practical use of these methods by the students. Laboratory techniques will be demonstrated and the student will participate in actual use of the scientific equipment.	
Prerequisite: Admission to the program; permission of instructor/coordinator.	
<b>PSC 212 Forensic Science</b>	<b>3    2    4</b>
A survey of the various sciences and their applications to the field of law enforcement. A study of the theory and techniques used in the more common forensic applications, such as blood grouping, blood alcohol, luminol, drug analysis, flammable accelerants, explosives, serial number restoration, firearms, primer residue test, etc.	
Prerequisite: CHM 105R.	
<b>PSC 217 Laws of Arrest, Search, &amp; Seizure</b>	<b>5    0    5</b>
The constitutional requirements and limitations for a lawful arrest and legal search and seizure. Federal and state judicial decisions concerning these requirements will be studied.	
<b>PSC 219 Administration of Justice</b>	<b>5    0    5</b>
A study of the functions and responsibilities of our federal, state, and local court systems.	
<b>PSC 220 Police Organization &amp; Administration</b>	<b>3    0    3</b>
An introduction to the principles of organization and administration, including their application to field services, such as vice control, traffic patrol, criminal investigation, and juvenile division. A discussion of the service functions; e.g., training, communications, records, property maintenance, and miscellaneous services.	
<b>PSC 221 Police Supervision</b>	<b>3    0    3</b>
A continuation of PSC 220, with emphasis on developing supervisory and management techniques employed at the various levels of police work.	
Prerequisite: PSC 220.	

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**PSC 225 Criminal Procedure**                            **2      0      2**

This course is designed to provide the student with a review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state, and civil laws as they apply to and affect law enforcement.

Prerequisite: Permission of instructor/coordinator.

**PSC 230 Human Relations**                            **3      0      3**

A study of concepts and attitudes held by police in relation to brutality, dishonesty, and minority groups.

**PSC 240 Firearms & Defensive Tactics**                    **3      2      4**

This course is designed to help the student develop an understanding of the need, use, and respect for all kinds of firearms. Range practice will be given in the use of rifles, shotguns, and pistols with a special effort made to develop proficiency in the use of the service revolver. Instruction will be given in riot control, nonlethal weapons such as tear gas, and defensive tactics used in the handling of arrested persons.

Prerequisite: Enrollee must be a law enforcement officer at the present time, or have at least six quarter hours credit in Police Science and permission of instructor.

**PSC 241 Firearms Practice I**                            **0      3      1**

This course is designed to give the student some practical experience in the use of firearms. Major emphasis will be placed on the law enforcement officer staying in practice in the use of a pistol.

Prerequisite: Enrollee must be a law enforcement officer at the present time, or have at least six quarter hours credit in Police Science and permission of instructor.

**PSC 250 Individual Study**                            **3      0      3**

This course is offered for the purpose of permitting the student the opportunity to pursue in depth a topic related to his future employment or the field of law enforcement in general.

**PSY 103 Adolescent Psychology**                            **3      0      3**

A study of the nature and source of the problems of adolescents in western culture; physical, emotional, social, intellectual, and personality development of adolescents.

**PSY 112 Personal Development**                            **3      0      3**

Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.

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**PSY 206 Applied Psychology**                            3      0      3

A study of the principles of psychology that will be of assistance in the understanding of interpersonal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.

**SOC 201 Principles of Sociology**                            5      0      5

An introductory course designed to impart to the student a knowledge of himself in social context. Interrelationships in such areas as personality, society, and culture are examined. The student is familiarized with major social processes and institutional functions.

**SSC 201 Social Science**                                    3      0      3

An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology.

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## **Vocational Diploma Programs**

In a rapidly changing world of engineering and technologies, one must not lose sight of the growing need for skilled craftsmen. These craftsmen must acquire the technical knowledge of the occupation and be able to perform the necessary skills to meet successfully the increasing demands required in the vocational areas.

Robeson Technical Institute offers a series of vocational programs with emphasis on manipulative and mental skills applicable to a particular program for which a student is enrolled. These programs are designed to prepare the student for initial employment, retraining for new skills, or for advancement within a given vocation.

Trade courses require four or seven quarters of participation for students on a full-time basis.

A diploma is awarded at the successful completion of all course work of a program.

### **Programs of Study**

Air Conditioning and Refrigeration	Machinist
Automotive Mechanics	Masonry
Carpentry	Practical Nursing
Cosmetology	Radio, Television, and Electronic Servicing
Electrical Installation and Maintenance	Small Gasoline Engine and Equipment Repair
Electrical Installation and Maintenance (Advanced Diploma)	Welding

# air conditioning/ refrigeration



## **Introduction**

In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new building construction for business and commercial use has "all year" comfort systems. Many homes now have air conditioning and the trend is toward greater use of "all year" systems of cooling and heating. The food industry is requiring greater use of refrigeration systems in freezing, storage, and display of products. With this great upswing in the use of air conditioning and refrigeration equipment, a greater demand is made on trained personnel to install, operate, maintain and service this equipment.

## **Purpose**

This curriculum is designed to give the students practical knowledge that will enable them to become capable servicemen in the industry. The principle objective has been to outline the required technical and related instruction to enable them to understand the basic principles involved in the construction, operation, and maintenance of equipment. Job opportunities exist with companies that specialize in air conditioning, automatic heating, sheet metal, and commercial refrigeration installation and service. The service man is employable in areas of sales, maintenance, installation and in the growing fields of truck and trailer refrigeration.

## **Job Description**

The air conditioning and refrigeration mechanic installs, inspects, maintains, services and repairs domestic and commercial equipment; connects motors, compressors, temperature controls, humidity controls, and circulating fans to control panels; tests systems, observes pressure and vacuum gauges, and adjusts controls to insure proper operation.

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		Hours Per Week				Quarter Hours
		Class	Lab	Shop	Credit	
<b>Fall Quarter</b>						
AHR 1121	Principles of Refrigeration	3	0	12	7	
MAT 1101	Fundamentals of Mathematics	5	0	0	5	
PHY 1101	Applied Science (Air Conditioning Related)	3	2	0	4	
DFT 1116	Blueprint Reading (Air Conditioning Related)	<u>2</u>	<u>0</u>	<u>3</u>	<u>3</u>	
		<u>13</u>	<u>2</u>	<u>15</u>	<u>19</u>	
<b>Winter Quarter</b>						
ENG 1101	Reading Improvement	5	0	0	5	
AHR 1122	Domestic and Commercial Refrigeration	3	0	12	7	
AHR 1127	Intro. To Automatic Controls	5	0	0	5	
PHY 1102	Applied Science (Air Conditioning Related)	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>	
		<u>16</u>	<u>2</u>	<u>12</u>	<u>21</u>	
<b>Spring Quarter</b>						
ENG 1102	Communication Skills	3	0	0	3	
AHR 1123	Principles of Air Conditioning	3	0	9	6	
AHR 1128	Automatic Controls	3	0	6	5	
PSY 1101	Human Relations	3	0	0	3	
WLD 1103	Basic Gas Welding	<u>0</u>	<u>0</u>	<u>3</u>	<u>1</u>	
		<u>12</u>	<u>0</u>	<u>18</u>	<u>18</u>	
<b>Summer Quarter</b>						
AHR 1124	Air Conditioning and Refrigeration Servicing	3	0	6	5	
AHR 1126	All Year Comfort Systems	3	0	6	5	
MEC 1120	Duct Construction and Maintenance	3	0	6	5	
BUS 1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>	
		<u>12</u>	<u>0</u>	<u>18</u>	<u>18</u>	

# automotive mechanics



## Introduction

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks, buses, and a variety of gasoline-powered equipment. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

## Purpose

The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, adjust, and repair automotive vehicles. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice. General objectives of the Automotive Mechanics curriculum are to develop the following competencies:

1. Understanding of the principles of operation of the internal combustion engine to include mathematics and physics as they apply.
2. Develop ability to read and understand blueprints, sketches, and drawings of all automotive systems.
3. Introduction to welding for automotive mechanics.
4. Knowledge of human relations, business communications, and an introduction to small business operations.

## Job Description

Automobile mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks, and buses. In some communities and rural areas, they may also service tractors, marine engines, and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They are responsible for the use of shop manuals and other technical publications.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. In larger shops, mechanics may specialize in one particular area; i.e. engine tuneups, transmissions, power equipment, etc.

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## **Automotive Mechanics**

	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	

**Fall Quarter**

MAT 1101	Fundamentals of Mathematics	5	0	0	5
DFT 1101	Schematics and Diagrams (Engines, Measurements, and Tools)	3	2	0	4
PME 1101	Internal Combustion Engines	5	0	15	10
		13	2	15	19

**Winter Quarter**

ENG 1101	Reading Improvement	5	0	0	5
PHY 1101	Applied Science (Automotive Related)	3	2	0	4
DFT 1102	Schematic and Diagrams (Electrical and Fuel Systems)	3	2	0	4
PME 1102	Engine Electrical and Fuel Systems	3	0	12	7
		14	4	12	20

**Spring Quarter**

ENG 1102	Communication Skills	3	0	0	3
PHY 1102	Applied Science (Automotive Related)	3	2	0	4
PSY 1101	Human Relations	3	0	0	3
AUT 1121	Automotive Braking Systems	2	0	3	3
AUT 1123	Automotive Chassis and Suspension Systems	2	0	12	6
		13	2	15	19

**Summer Quarter**

BUS 1103	Small Business Operation	3	0	0	3
AHR 1101	Automotive Air Conditioning	1	0	6	3
AUT 1124	Automotive Power Train Systems	3	0	12	7
WLD 1101	Basic Welding (Introduction)	2	0	3	3
		9	0	21	16



# carpentry

## **Introduction**

Carpentry is one of the basic trades in the construction field. Carpenters construct, erect, install, and repair structures of wood, plywood, and wallboard, using hand and power tools. The work must conform to local building codes for both residential and commercial structures.

## **Purpose**

The Carpentry curriculum is designed to provide the essential training in, and knowledge of the basic carpentry skills which will allow the graduate to be immediately effective upon entering the trade. Additional objectives of the Carpentry curriculum are to develop the following competencies:

1. Skill in the use and maintenance of hand and power tools;
2. Blueprint reading, methods of construction, carpentry mathematics, and building codes;
3. Understanding of the principles of layout, concrete form construction, scaffolding, cabinetmaking and millwork, and finishing.

## **Job Description**

The carpenter constructs, erects, installs, and repairs structures and fixtures of wood, plywood, wallboard and other materials, using carpenters' hand tools and power tools to conform to local building codes. He is required to use blueprints, sketches, or building plans for information pertaining to type of material, dimensions, layout and design of structure, and method of construction.

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## Carpentry

		Hours Per Week			Quarter Hours Credit
		Class	Lab	Shop	
<b>Fall Quarter</b>					
MAT 1112	Building Trades Math	5	0	0	5
CAR 1101	Carpentry: Tools, Processes, and Introduction to Framing	4	0	21	11
		9	0	21	16
<b>Winter Quarter</b>					
ENG 1101	Reading Improvement	5	0	0	5
DFT 1110	Blueprint Reading (Building Trades Related)	3	2	0	4
MAT 1113	Building Trades Math	5	0	0	5
CAR 1102	Carpentry: Framing	3	0	12	7
		16	2	12	21
<b>Spring Quarter</b>					
ENG 1102	Communication Skills	3	0	0	3
PSY 1101	Human Relations	3	0	0	3
CAR 1103	Carpentry: Finishing	4	0	15	9
DFT 1111	Blueprint Reading and Sketching	3	2	0	4
		13	2	15	19
<b>Summer Quarter</b>					
BUS 1103	Small Business Operations	3	0	0	3
CAR 1114	Building Codes	3	0	0	3
CAR 1104	Carpentry: Cabinetmaking	4	0	15	9
CIV 1101	Introduction to Surveying	2	0	3	3
		12	0	18	18



# cosmetology

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## **Introduction**

Cosmetologists advise men and women on problems of make-up, diet, care of the hair, skin, hands, and nails. Cosmetology has become a science consisting of the use of cosmetics based on scientific principles.

## **Purpose**

The Cosmetology curriculum is designed to prepare the student for employment in the field of cosmetology. Instruction and practice are provided in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling. This curriculum is approved by the North Carolina State Board of Cosmetic Art Examiners.

## **Job Description**

A variety of job opportunities are available with cosmetic firms, beauty salons, department stores, etc.

## Cosmetology

Cosmetology		Hours Per Week	Quarter Hours	
		Class	Lab	Credit
<b>Fall Quarter</b>				
COS 1101	Introduction to Cosmetology	9	0	9
COS 1102	Mannequin Practice	3	21	10
		12	21	19
<b>Winter Quarter</b>				
ENG 1102	Communication Skills	3	0	3
COS 1103	Theory of Cosmetology	9	0	9
COS 1104	Cosmetology Skills	3	21	10
		15	21	22
<b>Spring Quarter</b>				
COS 1105	Theory of Cosmetology	9	0	9
COS 1106	Cosmetology Skills	3	21	10
PSY 1101	Human Relations	3	0	3
		15	21	22
<b>Summer Quarter</b>				
COS 1107	Salon Management	9	0	9
COS 1108	Advanced Hairdressing	3	21	10
		12	21	19
<b>Elective Quarter</b>				
COS 1199	Cosmetology for Graduates	0	12	4

# electrical installation/ maintenance



## **Introduction**

The rapid expansion of the national economy and the increasing development of new electrical products is providing a growing need for qualified people to install and maintain electrical equipment. More and more tradesmen are required each year to replace those leaving the industry. It is expected that the demand for electrical tradesmen will continue to increase during the 1970's. The majority of the electrical tradesmen today are trained through apprenticeship or on-the-job training programs.

## **Purpose**

This curriculum will provide a training program which will give the graduate a basic knowledge of electricity and the fundamentals and practices involved in the electrical trades. A large portion of the program is devoted to laboratory and shop instruction, which is designed to give the student practical knowledge and application experience in the fundamentals taught in class.

## **Job Description**

The graduate of the electrical trades program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial areas. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power, and power factor of single and polyphase alternating circuits. He will have a basic knowledge of motors and motor control systems; industrial electronic control systems; business procedures, organization, and practices; and communicative skills.

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## **Electrical Installation and Maintenance**

	<i>Hours Per Week</i>			<i>Quarter Hours</i>
	<i>Class</i>	<i>Lab</i>	<i>Shop</i>	<i>Credit</i>

### **Fall Quarter**

MAT 1115	Electrical Mathematics	5	0	0	5
ELC 1124	Residential Wiring	5	0	15	10
DFT 1110	Blueprint Reading (Building Trades Related)	3	2	0	4
		13	2	15	19

### **Winter Quarter**

ENG 1101	Reading Improvement	5	0	0	5
DFT 1113	Blueprint Reading (Electrical Related)	3	2	0	4
PHY 1101	Applied Science (Electrical Related)	3	2	0	4
ELC 1112	Direct and Alternating Currents	6	0	9	9

### **Spring Quarter**

MAT 1116	Electrical Mathematics	5	0	0	5
ENG 1102	Communication Skills	3	0	0	3
PSY 1101	Human Relations	3	0	0	3
ELC 1113	Direct and Alternating Current: Motors and Controls	4	0	15	9

### **Summer Quarter**

BUS 1103	Small Business Operations	3	0	0	3
ELC 1125	Commercial and Industrial Wiring	9	0	18	15
		12	0	18	18

# **Advanced Electrical**

(Entry into this program requires successful completion of the first four quarters and the recommendation of the instructor.)

## **Introduction**

This program has been designed to meet the increasing needs of industry for the highly skilled craftsmen in the electrical field. Due to rapid advances in technology, the industrial electrician must have a much wider knowledge of electrical theory, blueprint reading, and the operation and maintenance of special equipment.

## **Purpose**

The graduate of this program will have a detailed knowledge of electricity, blueprint reading, the National Electrical Code, the operation of electrical equipment, tools, and test equipment. He will be able to design and install circuits that utilize both conventional and solid state equipment.

## **Job Description**

The graduate of this program will be prepared to enter the electrical trade in residential, commercial, or the industrial field. He will be capable of installation of all types of motors and control systems. He will understand schematic circuit diagrams and the use of instruments in checking these circuits. He will be able to inspect and maintain all types of electrical equipment.

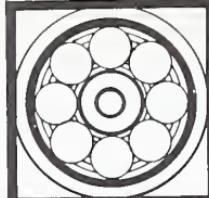
		Hours Per Week			Quarter
		Class	Lab	Shop	Hours Credit
<b>Fall Quarter</b>					
ELC 1114	Direct and Alternating Current	3	0	12	7
ELC 1126	National Electrical Code	5	0	0	5
ELC 1132	Electrical Maintenance	2	0	9	5
		10	0	21	17

## **Winter Quarter**

ELC 1133	Electrical Maintenance	1	0	9	4
ELC 1121	Electrical Control Systems	6	0	9	9
ELC 1127	National Electrical Code	5	0	0	5
		12	0	18	18

## **Spring Quarter**

ELN 1131	Basic Industrial Electronics	3	0	6	5
ELC 1134	Electrical Project	1	0	15	6
PHY 1102	Applied Science (Electrical Related)	3	2	0	4
		7	2	21	15



# machinist

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## **Introduction**

This curriculum was prepared to meet a definite need for training of machinists. Surveys completed in North Carolina show that many of the existing industries lack time and facilities for training enough machinists to meet present and planned needs. Expanding industries already located in our State and new industries under development invariably express the need for skilled craftsmen who have the background knowledge and potential to advance.

## **Purpose**

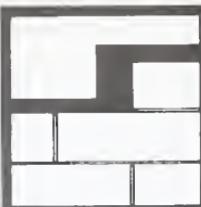
This guide is designed to give learners the opportunity to acquire basic skills and the related technical information necessary to gain employment and build a profitable career in the machine shop industry.

## **Job Description**

The machinist is a skilled metal worker who shapes metal parts by using machine tools and hand tools. His training and experience enable him to plan and carry through all the operations needed in turning out a machined product and to switch readily from one kind of product to another. A machinist is able to select the proper tools and material required for each job and to plan the cutting and finishing operations in their proper order so that he can complete the finished work according to blueprint or written specifications. He makes standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining. He often uses precision measuring instruments such as micrometers and gauges to measure the accuracy of his work to thousandths of an inch.

This skilled worker must be able to set up and operate most types of machine tools. The machinist also must know the composition of metals so that he can heat and quench cutting tools and parts to improve machinability. His wide knowledge enables him to turn a block metal into an intricate precise part.

<b>Machinist</b>		<i>Hours Per Week</i>			<i>Quarter Hours Credit</i>
		<i>Class</i>	<i>Lab</i>	<i>Shop</i>	
<b>Fall Quarter</b>					
MEC 1101	Machine Shop Theory and Practice	3	0	12	7
MAT 1101	Fundamentals of Mathematics	5	0	0	5
DFT 1104	Blueprint Reading (Mechanical Related)	3	2	0	4
PHY 1101	Applied Science (Mechanical Related)	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		<u>14</u>	<u>4</u>	<u>12</u>	<u>20</u>
<b>Winter Quarter</b>					
ENG 1101	Reading Improvement	5	0	0	5
MEC 1102	Machine Shop Theory and Practice	3	0	12	7
MAT 1123	Machinist Mathematics	3	2	0	4
DFT 1105	Blueprint Reading (Mechanical Related)	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		<u>14</u>	<u>4</u>	<u>12</u>	<u>20</u>
<b>Spring Quarter</b>					
ENG 1102	Communication Skills	3	0	0	3
MEC 1103	Machine Shop Theory and Practice	4	0	15	9
MEC 1115	Heat Treatment of Metals	2	0	3	3
PSY 1101	Human Relations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<u>12</u>	<u>0</u>	<u>18</u>	<u>18</u>
<b>Summer Quarter</b>					
MEC 1104	Machine Shop Theory and Practice	2	0	15	7
MEC 1117	Machine Repair	2	0	3	3
WLD 1101	Basic Welding	2	0	3	3
BUS 1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<u>9</u>	<u>0</u>	<u>21</u>	<u>16</u>



# masonry

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## **Introduction**

Masons are the craftsmen in the building trades that work with artificial stone, brick, concrete masonry units and stone. During the past decade there has been a steady increase in the demand for these craftsmen. As building construction continues to increase, the demand for bricklayers, cement masons, and stone masons will also increase.

## **Purpose**

The Masonry curriculum is designed to provide the essential training in and knowledge of the basic masonry skills which will allow the graduate to be immediately effective upon entering the trade. Additionally, other objectives of the Masonry curriculum are to develop the following competencies:

1. Blueprint reading and job layout;
2. Understanding and appreciation of masonry mathematics;
3. Skill and understanding of masonry estimating;
4. Develop speed and accuracy required in actual construction.

## **Job Description**

The duties and responsibilities of masons include job layout from blueprints, foundation preparation, and laying of brick, block, tile, and stone in residential and commercial construction. After gaining experience in the various types of the masonry trade along with leadership training, it is possible for the tradesman to become a foreman, inspector, and eventually a contractor.

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## Masonry

### Fall Quarter

		Hours Per Week		Quarter Hours	
		Class	Lab	Shop	Credit
MAT 1112	Building Trades Math	5	0	0	5
MAS 1101	Bricklaying	4	0	21	11
		9	0	21	16

### Winter Quarter

DFT 1110	Blueprint Reading (Building Trades Related)	3	2	0	4
ENG 1101	Reading Improvement	5	0	0	5
MAT 1113	Building Trades Math	5	0	0	5
MAS 1102	Bricklaying	3	0	12	7

### Spring Quarter

ENG 1102	Communication Skills	3	0	0	3
PSY 1101	Human Relations	3	0	0	3
MAS 1103	General Masonry	6	0	18	12

### Summer Quarter

CIV 1101	Introduction to Surveying	2	0	3	3
MAS 1104	General Masonry	4	0	18	10
BUS 1103	Small Business Operations	3	0	0	3



# practical nursing

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## **Introduction**

The accelerated growth of population in North Carolina and rapid advancement in medical technology demand an increased number of well-trained personnel for health services. Realizing this need, the North Carolina Department of Community Colleges, in conjunction with local hospitals, administers programs of practical nurse education throughout the state.

Students are selected on the basis of demonstrated aptitude for nursing, as determined by pre-entrance tests, interviews with faculty members, high school record, character references, and reports of medical and dental examinations.

Graduates of accredited programs of Practical Nurse Education are eligible to take the licensing examinations given by the North Carolina Board of Nursing. This examination is given twice each year, usually in April and September. A passing score entitles the individual to receive a license and to use a legal title "Licensed Practical Nurse." The license must be renewed annually. The Licensed Practical Nurse can apply for licensure in other states on the basis of a satisfactory examination score, without repeating the examination.

## **Purpose**

The aim of the Practical Nurse Education program is to prepare qualified persons for participation in care of patients of all ages, in various states of dependency, and with a variety of illness conditions.

Throughout the one-year program the student is expected to continuously acquire knowledge and understanding related to nursing and the biological and social sciences and to develop skills related to nursing practice, communications, interpersonal relations, and use of good judgment.

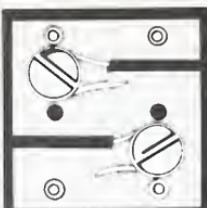
Evaluation of student performance consists of tests on all phases of course content, evaluation of clinical performance, and evaluation of adjustment to the responsibilities of nursing. A passing score is required on all graded work, plus demonstrated progress in application of nursing skills to actual patient care.

A graduate of the Licensed Practical Nurse program will have suitable personal characteristics, ability to adapt knowledge and understanding of nursing principles to a variety of situations, technical skills for performance of bedside nursing, appreciation for differences of people and for the worth of every individual, a desire to serve and to help others, and readiness to conform to the requirements of nursing ethics and hospital policies.

### **Job Description**

The Licensed Practical Nurse is prepared to function in a variety of situations; hospitals of all types, nursing homes, clinics, doctors' and dentists' offices, and in some localities, public health facilities. In all situations the LPN functions under supervision of a registered nurse and/or licensed physician. This supervision may be minimal in situations where the patient's condition is stable and not complex; or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician. In the latter situation, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the one-year program can prepare the individual.

<b>Practical Nursing</b>			<i>Hours Per Quarter</i>	<i>Contact Hours Per Quarter</i>	<i>Quarter Hours Credit</i>
			Class	Lab	Clinic
<b>Fall Quarter</b>					
NUR	1101	Fundamentals of Practical Nursing	55	42	*60
NUR	1102	Body Structure & Function	55	28	0
MAT	1105	Math for Nurses	55	0	0
ENG	1101	Reading Improvement	55	0	0
			220	70	*60
					350
					24
<b>Winter Quarter</b>					
NUR	1107	Medical Surgical Nursing	44	22	264
NUR	1111	Drug Administration	11	11	0
NUR	1105	Nutrition	33	0	0
			88	33	264
					385
					18
<b>Spring Quarter</b>					
NUR	1110	Medical Surgical Nursing	77	22	176
PSY	1101	Human Relations	33	0	0
NUR	1114	Family Units	33	0	0
			143	22	176
					341
					19
<b>Summer Quarter</b>					
NUR	1108	Obstetric-Pediatric Nursing	50	20	240
NUR	1116	Vocational Adjustment	20	0	0
NUR	1120	Nursing Skills Seminar	20	0	0
			90	20	240
					350
					18



# radio, television/ electronic

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## **Introduction**

Within recent years, improved electronic techniques have provided expanded entertainment and educational facilities in the form of monochrome and color television, frequency modulated radio, high fidelity amplifiers, and stereophonic sound equipment. These developments require expanded knowledge and skill of the individual who would qualify as a competent and up-to-date serviceman.

## **Purpose**

This curriculum guide provides a training program which will provide the basic knowledge and skills involved in the installation, maintenance and servicing of radio, television, and sound amplifier system. A large portion of time is spent in the laboratory verifying electronic principles and developing servicing techniques.

## **Job Description**

A radio and television serviceman may be required to install, maintain, and service amplitude modulated and frequency modulated home and auto radios, transistorized radios, monochrome and color television sets, intercommunication, public address and paging systems, high fidelity and stereophonic amplifiers, record players, and tape recorders.

His work will require meeting the public both in the repair shop and on service calls. A serviceman who establishes his own business will also need to know how to maintain business records and inventory.

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## **Radio, Television, and Electronic Servicing**

		<i>Hours Per Week</i>	<i>Quarter Hours Credit</i>
		<i>Class</i>	<i>Lab</i>

### **Fall Quarter**

MAT 1115	Electrical Mathematics	5	0	5
ENG 1101	Reading Improvement	5	0	5
ELC 1112R	Direct and Alternating Current	8	12	12
		18	12	22

### **Winter Quarter**

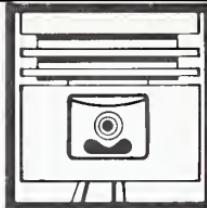
MAT 1116	Electrical Mathematics	5	0	5
ELN 1122	Vacuum Tubes and Electronic Circuits	5	12	9
ELN 1123	Amplifier Systems	2	6	4
		12	18	18

### **Spring Quarter**

ENG 1102	Communication Skills	3	0	3
ELN 1126	Transistor Theory and Electronic Circuits	3	9	6
ELN 1125	Radio and Black & White Television Receiver Servicing	3	9	6
PSY 1101	Human Relations	3	0	3
		12	18	18

### **Summer Quarter**

ELN 1127	Television Receiver Circuits & Servicing	10	17	15
BUS 1103	Small Business Operations	3	0	3
		13	17	18



# gasoline engine/ equipment

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## **Introduction**

Complexity in small engines increases each year because of scientific discovery and new engineering. The demand for repairmen in this occupation is increasing at a very fast rate. Small engines consists of motors from 1½ H.P. to 200 H.P. Such motors need skilled mechanics to maintain and service them.

This program provides training for mechanics through classroom instruction, laboratory experiments, and shop practice.

## **Purpose**

The student learns to locate the cause of trouble in small engines using appropriate hand tools and instruments; dismantles engines and examines them for defects; replaces or repairs parts; such as rings and bearings, using the proper tools. The student also learns to clean and adjust carburetors, magnetos, and ignition systems. The repaired engines are started and performance tested. Engines are replaced on machines using small engine power.

The curriculum is planned to allow for three options in the field of small engine and equipment repair. Instruction will be provided on universal, multi-purpose engines, marine outboard engines, and motorcycle engines.

## **Job Description**

The trained small engine mechanic is prepared to maintain and repair lawn mowers, garden tractors, outboard motors, and motorcycles.

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## **Small Gasoline Engine and Equipment Repair**

		<i>Hours Per Week</i>	<i>Quarter Hours</i>	
		<i>Class</i>	<i>Lab</i>	<i>Shop</i>
<b>Fall Quarter</b>				
MAT 1101	Fundamentals of Mathematics	5	0	0
PME 1150	Engine Rebuilding	5	0	15
PME 1140	Manufacturer Specifications	5	0	0
		<u>15</u>	<u>0</u>	<u>15</u>
				20
<b>Winter Quarter</b>				
ENG 1101	Reading Improvement	5	0	0
PHY 1101	Applied Science (Small Engines Related)	3	2	0
PME 1151	Electrical and Fuel Systems	3	0	12
WLD 1101	Basic Welding	2	0	3
		<u>13</u>	<u>2</u>	<u>15</u>
				19
<b>Spring Quarter</b>				
ENG 1102	Communication Skills	3	0	0
PHY 1102	Applied Science (Small Engines Related)	3	2	0
PSY 1101	Human Relations	3	0	0
PME 1160	Marine Outboard Engines or	4	0	15
PME 1162	Motorcycle Engines	4	0	15
		<u>13</u>	<u>2</u>	<u>15</u>
				19
<b>Summer Quarter</b>				
PME 1158	Equipment Repair	3	0	6
PME 1161	Marine Outboard Engines or	3	0	18
PME 1163	Motorcycle Engines	3	0	18
		<u>6</u>	<u>0</u>	<u>24</u>
				15



# welding

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## **Introduction**

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows quite clearly that many welders will be needed annually to fill present and projected vacancies in the State.

The field of welding offers a person prestige, security, and a future of continuous employment with steady advancement. It offers employment in practically any industry; shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe fitting, production shop, job shop, and many others.

## **Purpose**

The content of this curriculum is designed to give students sound understanding of the principles, methods, techniques, and skills essential for successful employment in the welding field and metals industry.

Objectives of the Welding curriculum are to develop the following competencies:

1. Understanding the principles of operation of oxyacetylene, arc, and inert gas welding;
2. Thorough development of all manual welding skills and related testing, inspection, and certification practices;
3. Understanding of the physics and mathematics applicable to welding.
4. Ability to read and interpret blueprints, drawings, mechanical patterns, and sketches;
5. Knowledge of human relations and business communication.

## **Job Description**

Welders join metals by applying intense heat, and sometimes pressure, to melt the edges to form a permanent bond. Closely related to welding is "oxygen cutting." Of the more than 35 different ways of welding metals, arc, gas, and resistance welding are the three most important.

The principle duty of the welder using manual techniques is to control the melting by directing the heat from either an electric arc or gas welding torch, and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading.

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<b>Welding</b>	<i>Hours Per Week</i>			<i>Quarter Hours Credit</i>
	<i>Class</i>	<i>Lab</i>	<i>Shop</i>	
<b>Fall Quarter</b>				
PHY 1101 Applied Science (Welding Related)	3	2	0	4
DFT 1104 Blueprint Reading (Mechanical Related)	3	2	0	4
WLD 1120 Oxyacetylene Welding & Cutting	5	0	15	10
	<u>11</u>	<u>4</u>	<u>15</u>	<u>18</u>
<b>Winter Quarter</b>				
ENG 1101 Reading Improvement	5	0	0	5
MAT 1101 Fundamentals of Mathematics	5	0	0	5
WLD 1121 Arc Welding	3	0	9	6
DFT 1117 Blueprint Reading & Pattern Dev.	2	2	0	3
WLD 1112 Mechanical Testing & Certification Practices	1	0	3	2
	<u>16</u>	<u>2</u>	<u>12</u>	<u>21</u>
<b>Spring Quarter</b>				
PSY 1101 Human Relations	3	0	0	3
WLD 1126 Advanced Arc Welding	2	0	15	7
WLD 1123 Inert Gas Welding	2	0	3	3
DFT 1118 Pattern Development & Sketching	2	0	3	3
	<u>9</u>	<u>0</u>	<u>21</u>	<u>16</u>
<b>Summer Quarter</b>				
WLD 1124 Pipe Welding	4	0	12	8
WLD 1122 Commercial & Industrial Practices	3	0	6	5
MEC 1112 Machine Shop Processes	2	0	3	3
	<u>9</u>	<u>0</u>	<u>21</u>	<u>16</u>

# course descriptions

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The following section provides a brief description for each course listed in the previous section. Courses are listed alphabetically by prefix and arranged in ascending order by number (e.g., AUT 1121, AUT 1123, BUS 1103, DFT 1102, etc.).

Credit hours are based upon 50-minute periods and are earned in the following categories: One lecture period equals one credit hour; two lab periods equal one credit hour; three shop periods equal one credit hour. The numbers given on the right side of the page (1 6 3) indicate the following: First number gives the hours per week of lecture; second number gives the hours per week of laboratory or shop; and the third number indicates the quarter hours credit for that one course.

**AHR 1101 Automotive Air Conditioning                    1     6     3**

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system.

**AHR 1121 Principles of Refrigeration                    3     12     7**

An introduction to the principles of refrigeration terminology, the use and care of tools and equipment, and the identification and the function of the component parts of a system. Other topics to be included will be the basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practical work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.

**AHR 1122 Domestic and Commercial Refrigeration                    3     12     7**

Domestic refrigeration servicing of conventional, hermetic, and absorption systems. Cabinet care, controls, and system maintenance in domestic refrigeration, freezers, and window air conditioning units is stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems is studied. The use of manufacturers' catalogs in sizing and matching system components and a study of controls, refrigerants, servicing methods are made. The American Standard Safety Code for Refrigeration is studied and its principles practiced.

Prerequisite: AHR 1121.

**AHR 1123 Principles of Air Conditioning                    3     9     6**

Work includes the selection of various heating, cooling and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature, and humidity. Use is made of psychrometric charts in determining needs to produce optimum temperature and humidity control.

Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed.

Prerequisite: AHR 1122.

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**AHR 1124 Air Conditioning and Refrigeration Servicing      3      6      5**

Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioned space. Installation of various ducts and lines needed to connect various components is made. Shop work involves burner operation, controls, testing and adjusting of air conditioning and refrigeration equipment, and location and correction of equipment failure.

Prerequisite: AHR 1123.

**AHR 1126 All Year Comfort Systems                            3      6      5**

Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for "all year" comfort will be studied and set up in the laboratory. Included will be oil fired systems, gas fired systems, water circulating systems, and electric resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion, valves, systems of de-icing coils, and electric wiring and controls are included in the study.

Prerequisites: AHR 1123, AHR 1128.

**AHR 1127 Intro. to Automatic Controls                        5      0      5**

An introduction to various types of automatic, electric, and pneumatic controls utilized for domestic and commercial cooling and heating units.

Primary emphasis on design and function.

**AHR 1128 Automatic Controls                                3      6      5**

Major emphasis will be placed on the installation, repair, and servicing of types of automatic controls in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating; zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls.

Prerequisites: AHR 1122 and AHR 1127.

**AUT 1121 Automotive Braking Systems                        2      3      3**

A complete study of various braking systems employed in automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair.

**AUT 1123 Automotive Chassis and Suspension Systems    2      12      6**

Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end alignment.

**AUT 1124 Automotive Power Train Systems                    3      12      7**

Principles and functions of automotive power train systems; clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.

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**BUS 1103 Small Business Operation**                            3    0    3

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.

**CAR 1101 Carpentry: Tools, Processes and Introduction to Framing**

4    21    11

A brief history of carpentry and present trends of the construction industry. The course will involve operation, care, and safe use of carpenters' hand tools and power tools in cutting, shaping and joining construction materials used by the carpenter. Major topics of study will include theoretical and practical applications involving materials and methods of construction, building layout, preparation of site, footings and foundation wall construction, including form construction and erection.

**CAR 1102 Carpentry: Framing**

3    12    7

Instruction is given in the principles and practices of frame construction beginning with the foundation sills and including; floor joist, subfloor, wall studs, ceiling joist, rafters, bridging, bracing, sheathing and interior wall partition. Roof construction includes the layout and construction methods of common types of roofs using standard rafter construction, truss construction, and post and beam construction. Application and selection of sheathing and roofing is included. Consideration is given to the coordination of carpentry work with installation of the mechanical equipment such as; electrical, air conditioning, heating, and plumbing.

**CAR 1103 Carpentry: Finishing**

4    15    9

Exterior and interior trim and finish carpentry will complete the general carpentry program. Included will be materials and methods used in finishing carpentry such as: Exterior cornice, door and window trim; interior flooring; door and window facing; moldings, cornice construction; installation of hardware; and installation of built-in equipment and cabinets.

**CAR 1104 Carpentry: Cabinetmaking**

4    15    9

Cabinetmaking and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical applications will include measuring, layout and construction of; base and wall cabinets, built-in desk, door and window frames, stairs, and interior and exterior cornice and trim. Materials and finishes will also be studied.

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<b>CAR 1114 Building Codes</b>	<b>3 0 3</b>
A study is made of building codes and the minimum requirements for local, county, and state construction regulations. This involves safety, sanitation, mechanical equipment, and materials. Also, a review will be made of the minimum property requirements of the Federal Housing Administration and the North Carolina State Code.	
<b>CIV 1101 Introduction to Surveying</b>	<b>2 3 3</b>
An introduction to the surveying instruments utilized in laying out construction sites. Emphasis will be placed on practical exercises and field trips to actual construction sites.	
<b>COS 1101 Introduction to Cosmetology</b>	<b>9 0 9</b>
This course is designed to introduce the students to the various aspects of cosmetology. In addition to receiving the basics of hair styling, hair shaping, bacteriology, sterilization, and the anatomy of the hair, the student will study the basic chemistry of shampoos, rinses, scalp and hair conditioners, and cold wave to include the proper use and application of each. Professional ethics and the development of personality will also be stressed.	
<b>COS 1102 Mannequin Practice</b>	<b>3 21 10</b>
This course is designed to provide through practical work, a firm foundation in the basic skills involved in hair shaping (razor method), hair styling, permanent waving, manicuring, shampoos, and scalp treatment. Demonstration will be provided by the faculty with an immediate practical response by the student.	
<b>COS 1103 Theory of Cosmetology</b>	<b>9 0 9</b>
This course is designed to provide the student with a basic theory concerning hair coloring, manicuring, and thermal waving. Additionally, the anatomy and chemistry of hair coloring, and the use and care of pressing combs and thermal irons will be stressed, along with the theory of massage and light therapy. The diseases and disorders of the skin, scalp, hair, and nails will be covered.	
<b>COS 1104 Cosmetology Skills</b>	<b>3 21 10</b>
This course is a continuation and application of practical skills learned in COS 1102. The student will now be permitted to practice on live models as well as mannequins. All previously learned skills will be utilized and additional skills will be taught to include hair shaping by the scissor method, hair coloring, lash and brow tinting, wig care, hair pieces, and facials. Students will be introduced to more complicated hair styles. Prerequisite: COS 1102.	

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**COS 1105 Theory of Cosmetology**                            9    0    9

This course is designed to expand the theory covered in COS 1103, to include detailed instructions in those parts of anatomy which pertain to cosmetology. The skeletal, muscular, nervous, and circulatory systems will be stressed. Additional instruction in facial treatment, facial make-up, and chemistry of facial cosmetics will be covered.

Prerequisite: COS 1103.

**COS 1106 Cosmetology Skills**                            3    21    10

This course is a continuation of the practical applications of skills applied in COS 1104. During this course, the students will work less with mannequins and more on live models. Additional skills to be practiced will be long hair styles, hot oil manicures, facial make-ups, special hair cuts, special effects to be achieved with hair coloring, and air oxidation method of permanent waving.

Prerequisite: COS 1104.

**COS 1107 Salon Management**                            9    0    9

This course is primarily designed to introduce the student to the many areas and responsibilities that are involved in the management of the cosmetology salon. Field trips will be scheduled into the surrounding communities in order that students may study the arrangement and operation of actual beauty salons. Additionally, they will study the tax structures, business aspects, and laws governing cosmetology as set forth by the legislature, North Carolina State Board of Cosmetic Art Examiners, and the North Carolina State Board of Health.

**COS 1108 Advanced Hairdressing**                    3    21    10

This course is designed to allow the students to demonstrate, under supervision of the instructor, all cosmetology skills which will enable them to be effective cosmetologists upon entering the world of work. Additionally, there will be special classes and demonstrations which will cover the new trends in hair styles as they are released and any new procedure or product that enters the cosmetology market before graduation.

Prerequisite: COS 1106.

**COS 1199 Cosmetology for Graduates**                0    12    4

This course is designed for the student who wishes to complete additional hours in cosmetology under supervision in order that she may be able to meet the qualifications required by the State Board, or State Boards of Cosmetic Art in other states which exceed those in North Carolina. These students will be allowed to attend any course and participate in practical projects which she feels will be most beneficial in her future practice of Cosmetology.

Prerequisite: Graduate of one-year program.

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**DFT 1101 Schematics and Diagrams (Engines, Measurements, and Tools)**

3 2 4

Interpretation and reading of blueprints, sketches and drawings. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and diagrams of engines and tools to include measurements in volume. Information on the basic principles of lines, views, dimensioning procedures, and notes.

**DFT 1102 Schematics and Diagrams (Electrical and Fuel Systems)**

3 2 4

Interpretation and reading of blueprints, sketches, and drawings. Development of ability to read, interpret, and understand blueprints, charts, instructions, and service manuals pertaining to automotive, electrical, and fuel systems. Views, dimensioning, and procedures will be stressed.

**DFT 1104 Blueprint Reading: Mechanical**

3 2 4

Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes.

**DFT 1105 Blueprint Reading: Mechanical**

3 2 4

Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes.

Prerequisite: DFT 1104.

**DFT 1110 Blueprint Reading: Building Trades**

3 2 4

Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three-view and pictorial sketches.

**DFT 1111 Blueprint Reading and Sketching**

3 2 4

Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three-view and pictorial sketches.

**DFT 1113 Blueprint Reading: Electrical**

3 2 4

Interpretation of schematics, diagrams, and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes will be a part of this course.

Prerequisite: DFT 1104.

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**DFT 1116 Blueprint Reading: Air Conditioning**      2    3    3

A specialized course in drafting for the heating, air conditioning and refrigeration student. Emphasis will be placed on reading of blueprints that are common to the trade: blueprints of mechanical components, assembly drawings, wiring diagrams and schematics, floor plans, heating system plans including duct and equipment layout plans, and shop sketches. The student will make tracings of floor plans and lay out air conditioning systems.

**DFT 1117 Blueprint Reading & Pattern Development**

2    2    3

A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications.

**DFT 1118 Pattern Development & Sketching**

2    3    3

A study of the development of patterns which assist welders in preparing joints of all types. Students will prepare sketches from which cuts and joinings will be made. Emphasis will be placed on rectangular and cylindrical layouts.

**ELC 1112 Direct and Alternating Current**

6    9    9

A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchhoff's Law. A study of the sources of direct current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.

**ELC 1112R Direct and Alternating Current**

8    12    12

A study of the structure of matter and the electron theory, the relationship between voltage, current and resistance in series, parallel, and series-parallel circuits. Analysis of direct current circuits by Ohm's Law and Kirchhoff's law; sources of direct current potentials. Fundamental concepts of alternating current flow; a study of reactance, impedance, phase angle, power and resonance and alternating current circuit analysis.

**ELC 1113 Direct and Alternating Current: Motors and Controls**

4    15    9

Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as; thermostats, times, or sequencing switches.

Prerequisites: ELC 1112, MAT 1115.

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**ELC 1114 Direct and Alternating Current**                    3    12    7

A continuation of instruction in Direct and Alternating Current to provide the electrician a complete and thorough understanding of the electrical principles which are involved in the equipment he installs and services. It will give the student a knowledge of inductance and capacitance needed to understand power factor and resonance in a circuit. It will teach the use of vectors in showing voltage and current relationships.

Prerequisite: ELC 1113.

**ELC 1121 Electrical Control Systems**                    6    9    9

A practical training course in electrical controls that takes in all phases of control work from the simplest switches to the most complex systems that include relays, timers, magnetic starters, thermostats, and countless other control devices that insure the safe and efficient operation of machinery.

Prerequisite: ELC 1113.

**ELC 1124 Residential Wiring**                        5    15    10

Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as; services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.

**ELC 1125 Commercial and Industrial Wiring**            9    18    15

Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Code, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems.

Prerequisite: ELC 1113.

**ELC 1126 National Electrical Code**                    5    0    5

A study of the current rules and regulations that govern the installation and maintenance of electrical equipment in North Carolina. This course will provide the student with an understanding of the responsibilities of the electrical workman, electrical contractor, and the inspector.

**ELC 1127 National Electrical Code**                    5    0    5

This course continues the study of the electrical code as it pertains to special locations such as swimming pools, aircraft hangers, oil refineries, and many other hazardous locations. The student is prepared to take the state electrical examination insofar as knowledge of the code is concerned.

Prerequisite: ELC 1126.

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<b>ELC 1132 Electrical Maintenance</b>	<b>2    9    5</b>
An introduction to industrial maintenance that provides the student with the knowledge and skills necessary to perform normal service work on electrical drive equipment. This will include preventive maintenance in power devices, fans, gears, and various types of machinery that the electrical maintenance man would be expected to service. The student will also learn the proper use of electrical test equipment.	
Prerequisite: ELC 1125.	
<b>ELC 1133 Electrical Maintenance</b>	<b>1    9    4</b>
This course goes into the more complicated circuits and equipment found in modern industrial locations. The student will learn to install and "shoot" trouble in such things as solid state, electronic circuits, and DC machinery. Testing procedures and replacement of parts will also be covered.	
Prerequisite: ELC 1132.	
<b>ELC 1134 Electrical Project</b>	<b>1    15    6</b>
The student will be trained to estimate, plan, and install an electrical project involving an electrical control system and machinery. The student will learn to develop a schematic drawing of this system (either conventional or solid state). He will also learn how to check this installation for safety, code compliance, and operation.	
Prerequisites: ELC 1133, ELC 1121.	
<b>ELN 1122 Vacuum Tubes and Electronic Circuits</b>	<b>5    12    9</b>
An introduction to vacuum tubes and their development; the theory, characteristics and operation of vacuum diodes, semi-conductor diodes, rectifier circuits, filter circuits, triodes and simple voltage amplifier circuits.	
Prerequisites: ELC 1112, MAT 1115.	
<b>ELN 1123 Amplifier Systems</b>	<b>2    6    4</b>
An introduction of commonly used servicing techniques as applied to monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. The operation and servicing of intercommunication amplifiers and switching circuits will also be taught.	
Prerequisites: MAT 1115, ELC 1112.	
<b>ELN 1125 Radio and Black &amp; White Television Receiver Servicing</b>	<b>3    9    6</b>
A study of the different stages of superhetrodyne radio receivers and black and white television receivers. Troubleshooting procedures will be emphasized on various stages of radios and televisions, as well as the theory of operation. Both tube and transistor radio, and television receivers will be covered.	
Prerequisites: ELN 1123, ELN 1122.	

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**ELN 1126 Transistor Theory & Electronic Circuits**      3    9    6

Transistor theory, operation, characteristics and their application to audio and radio frequency amplifier and oscillator circuits.

Prerequisite: ELN 1123.

**ELN 1127 Television Receiver Circuits & Servicing**      10    17    15

A study of principles of television receivers, alignment of radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits will be taught. Techniques of troubleshooting and repair of TV receivers with the proper use of associated test equipment will be stressed. Additional study of more specialized servicing techniques and oscilloscope waveform analysis will be used in the adjustment, troubleshooting, and repair of the color television circuits.

Prerequisites: ELN 1126, ELN 1125.

**ELN 1131 Basic Industrial Electronics**      3    6    5

This course teaches the student the basic principles of electronics, and the electrical vocabulary. It teaches the operation of semi-conductors and transistors. After the basics, the student will go into special system applications that include the more sophisticated circuits. Examples of these circuits are heating system controls, magnetic drive speed control, and liquid level controls.

Prerequisites: ELC 1133, ELC 1121.

**ENG 1101 Reading Improvement**      5    0    5

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.

**ENG 1102 Communication Skills**      3    0    3

Designed to promote effective communication through correct language usage in speaking and writing.

**MAS 1101 Bricklaying**      4    21    11

The history of the bricklaying industry. Clay and shell brick, mortar, laying foundations, laying bricks to a line, bonding, and tools and their uses. Laboratory work will provide training in the basic manipulative skills.

**MAS 1102 Bricklaying**      3    12    7

Designed to give the student practice in selecting the proper mortars, layout, and construction of various building elements such as foundations, walls, chimneys, arches and cavity walls. The proper use of bonds, expansion strips, walls, ties, and caulking methods are stressed.

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<b>MAS 1103 General Masonry</b>	<b>6    18    12</b>
Layout and erection of reinforced grouted brick masonry lintels, fireplaces, glazed tile, panels, decorative stone, granite, marble, adhesive terra cotta, and modular masonry construction theory and techniques.	
<b>MAS 1104 General Masonry</b>	<b>4    18    10</b>
Major emphasis will be placed upon speed and accuracy utilizing the practices and principles learned in MAS 1101, MAS 1102, and MAS 1103.	
<b>MAT 1101 Fundamentals of Mathematics</b>	<b>5    0    5</b>
Practical number theory. Analysis of basic operations; addition, subtraction, multiplication, and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.	
<b>MAT 1105 Mathematics for Nurses</b>	<b>5</b>
Study and practice of basic arithmetic procedures, common and decimal fractions, percentages, ratio and proportion, Roman numerals, metric and apothecaries systems of weights and measures, Fahrenheit and centigrade scales, solution and dosages.	
<b>MAT 1112 Building Trades Mathematics</b>	<b>5    0    5</b>
Practical problems dealing with volumes, weights, ratios, mensuration, and basic estimating practices for building materials.	
<b>MAT 1113 Building Trades Mathematics</b>	<b>5    0    5</b>
Practical problems dealing with volumes, weights, ratios, mensuration, and basic estimating practices for building materials.	
<b>MAT 1115 Electrical Mathematics</b>	<b>5    0    5</b>
A study of fundamental concepts of algebra; basic operations of addition, subtraction, multiplication, and division; solution of first order equations, use of letters and signs, grouping, factoring, exponents, ratios, and proportions; solution of equations, algebraically and graphically; a study of logarithms and use of tables; an introduction to trigonometric functions and their application to right angles; and a study of vectors for use in alternating current.	
<b>MAT 1116 Electrical Mathematics</b>	<b>5    0    5</b>
A working knowledge of the powers of Ohm's law for series and parallel circuits, quadratic equations, Kirchhoff's Law, trigonometric functions, plane vectors, alternating currents, vector algebra and logarithms. Prerequisite: MAT 1115.	

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**MAT 1123 Machinist Mathematics**                    3      2      4

Introduces gear ratio, lead screw and indexing problems with emphasis on application to the machine shop. Practical applications and problems furnish the trainee with experience in geometric propositions and trigonometric relations to shop problems; concludes with an introduction to compound angle problems.

Prerequisite: MAT 1101.

**MEC 1101 Machine Shop Theory and Practice**                    3      12      7

An introduction to the machinist trade and the potential it holds for craftsmen. Deals primarily with the identification, care, and use of basic hand tools and precision-measuring instruments. Elementary layout procedures and processes of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice.

**MEC 1102 Machine Shop Theory and Practice**                    3      12      7

Advanced operation in layout tools and procedures, power sawing, drill press, surface grinder, milling machine shaper. The student will be introduced to the basic operations on the cylindrical grinder and will select projects encompassing all the operations, tools and procedures thus far used and those to be stressed throughout the course.

Prerequisite: MEC 1101.

**MEC 1103 Machine Shop Theory and Practice**                    4      15      9

Advanced work on the engine lathe, turning, boring and threading machines, grinders, milling machine and shaper. Introduction to basic indexing and terminology with additional processes on calculating, cutting and measuring of spur, helical, and worm gears and wheels. The trainee will use precision tools and measuring instruments such as vernier height gauges, protractors, comparators, etc. Basic exercises will be given on the turret lathe and on the tool and cutter grinder.

Prerequisite: MEC 1102.

**MEC 1104 Machine Shop Theory and Practice**                    2      15      7

Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly and inspection. Additional processes on the turret lathe, tool and cutter grinder, cylindrical and surface grinder, advanced milling machine operations, etc. Special procedures and operations, processes and equipment, observing safety procedures faithfully and establishing good work habits and attitudes acceptable to the industry.

Prerequisite: MEC 1103.

**MEC 1112 Machine Shop Processes**                    2      3      3

To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade.

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<b>MEC 1115 Heat Treatment of Metals</b>	<b>2</b>	<b>3</b>	<b>3</b>
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Investigates the properties of ferrous metals and tests to determine their uses. Instructions will include some chemical metallurgy to provide a background for the understanding of the physical changes and causes of these changes in metals. Physical metallurgy of ferrous metals, producing iron and steel, theory of alloys, shaping and forming, heat treatments for steel, surface treatments, alloy of special steels, classification of steels, and cast iron will be topics for study. The non-ferrous metals: bearing metals (brass, bronze, lead), light metals (aluminum and magnesium), and copper and its alloys are studied. Power metallurgy, titanium, zirconium, indium and vanadium are included in this course.

<b>MEC 1117 Machine Repair</b>	<b>2</b>	<b>3</b>	<b>3</b>
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This course is designed to acquaint the student with the movable parts of machine tools, the basic methods of joining these parts together and adjustments necessary to obtain satisfactory service, to further acquaint him with removal and reinstallation of worn parts, to instruct the student in uses of lubricants as applied to machine tools, and to instruct the student in safety precautions as directed by OSHA.

<b>MEC 1120 Duct Construction and Maintenance</b>	<b>3</b>	<b>6</b>	<b>5</b>
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Study of various duct materials including sheet steel, aluminum, and fiber-glass. Safety, sheet metal hand tools, cutting and shaping machines, fasteners and fabrication practices, layout methods, and development of duct systems. The student will service various duct systems and perform on-the-site repairs including duct made of fiberglass. A study is made of duct fittings, dampers and regulators, diffusers, heater and air washers, fans, insulation and ventilating hoods.

Prerequisites: DFT 1116, AHR 1123.

<b>NUR 1101 Fundamentals of Practical Nursing</b>	<b>8</b>
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Designed to teach the practical nursing students the principles involved in good nursing care and an understanding of her profession through the study of the history of nursing, role of the practical nurse in the hospital, relationship to the patient's environment, and the responsibilities of patient hygiene, and adequate reporting and recording.

<b>NUR 1102 Body Structure &amp; Function</b>	<b>6</b>
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An introduction to disease producing organisms and a study of the structures and functions of the skeletal, muscular, and internal systems of the human body and their interrelationships in a well-integrated unit.

<b>NUR 1105 Nutrition</b>	<b>3</b>
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A study of the basic principles of nutrition and meal planning, and the mechanics of nutrient utilization with consideration of religious, cultural, and psychological factors.

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<b>NUR 1107 Medical Surgical Nursing I</b>	<b>13</b>
Course of study and practice which prepares the student to deal with chronically and critically ill patients, including the aged, with a general medical or surgical problem and with their rehabilitation through diet, drugs, and nursing care. Also prepares the student for emergency situations in the institution, home, or community.	
Prerequisite: NUR 1101, NUR 1102.	
<b>NUR 1108 Obstetric-Pediatric Nursing</b>	<b>14</b>
The study and practice of nursing care of the pregnant woman, newborn infant, and pediatric patients, including the reproductive cycles, abnormal and normal progress of pregnancy, labor and delivery, care of the newborn, growth and development and abnormal conditions of the child, and the effects of hospitalization.	
Prerequisite: NUR 1110.	
<b>NUR 1110 Medical Surgical Nursing II</b>	<b>13</b>
The study and practice of the care of specific medical and surgical problems and psychosomatic illnesses with increased emphasis on emotional needs, diet therapy, and observation and recording of the effect of drugs.	
Prerequisite: NUR 1107.	
<b>NUR 1111 Drug Administration</b>	<b>2</b>
A study of drugs, their dangers, safe and intelligent administering of drugs, and laws regarding their use and control.	
Prerequisite: MAT 1105.	
<b>NUR 1114 Family Units</b>	<b>3</b>
A study of family development; emphasizing it as a unit of interacting members, interacting with each other and the community, and of the effects of illness of a member of that unit and their care within the home.	
<b>NUR 1116 Vocational Adjustment</b>	<b>2</b>
Study of ethics and procedures for obtaining, holding, and resigning employment; the legal aspects of nursing; and her responsibility to herself, her profession, her patient, and employer.	
<b>NUR 1120 Nursing Skills Seminar</b>	<b>2</b>
A controlled discussion group course to review experiences and learning situations occurring in day-to-day clinical activities involving obstetrics, pediatrics, or medical-surgical nursing. Individual problem solving of actual cases will be stressed.	

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<b>PHY 1101 Applied Science</b>	<b>3    2    4</b>
An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.	
<b>PHY 1102 Applied Science</b>	<b>3    2    4</b>
The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force.	
Prerequisite: PHY 1101.	
<b>PME 1101 Internal Combustion Engines</b>	<b>5    15    10</b>
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.	
<b>PME 1102 Engine Electrical and Fuel Systems</b>	<b>3    12    7</b>
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system.	
<b>PME 1140 Manufacturer Specifications</b>	<b>5    0    5</b>
Practical application in the use of manufacturers' data, service manuals, parts lists, etc., is studied. Engine testing according to specifications is included.	
<b>PME 1150 Engine Rebuilding</b>	<b>5    15    10</b>
An introduction to two- and four-cycle gasoline engines. Topics include the operation, care, and maintenance and rebuilding of engines. Study in testing of performance for efficient operation and the proper servicing techniques are included.	
<b>PME 1151 Electrical and Fuel Systems</b>	<b>3    12    7</b>
A thorough study of the electrical and fuel systems of two- and four-cycle engines on various small equipment. Characteristics of fuels, types of fuel systems, tools, and testing equipment for the fuel and electrical systems are studied.	

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<b>PME 1158 Equipment Repair</b>	3      6      6
A course designed to cover various related equipment related to the specialty course of study. Study is confined to types of drive structure of equipment, accessories for special application, etc.	
Prerequisites: PME 1140, WLD 1101.	
<b>PME 1160 Marine Outboard Engines</b>	4      15      9
An introductory course of the design, operation, and maintenance of small outboard marine engines. Troubleshooting and repair of minor breakdown are studied of the electrical, drive, cooling, and mechanical systems.	
Prerequisites: PME 1150, PME 1151.	
<b>PME 1161 Marine Outboard Engines</b>	3      18      19
A continuation of PME 1160 into major overhaul of all sizes of outboard marine engines.	
Prerequisite: PME 1160.	
<b>PME 1162 Motorcycle Engines</b>	4      15      9
A study of the design, operation, and maintenance of small motorcycle engines. Troubleshooting and repair of minor malfunctions, proper tuning of engines, electrical, fuel, cooling, and drive systems are studied.	
Prerequisites: PME 1150, PME 1151.	
<b>PME 1163 Motorcycle Engines</b>	3      18      19
A continuation of PME 1162 into major overhaul of all sizes of motorcycle engines.	
Prerequisite: PME 1162.	
<b>PSY 1101 Human Relations</b>	3      0      3
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.	
<b>WLD 1101 Basic Welding</b>	2      3      3
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding, bronze welding, silver-soldering, and flame-cutting methods applicable to mechanical repair work.	
<b>WLD 1103 Basic Gas Welding</b>	0      3      1
Welding demonstrations by the instructor and practice by the students in the air conditioning shop, utilizing oxyacetylene equipment only. Safe and correct methods of assembling and operating portable welding equipment. Practice will be given in surface and bronze welding, silver soldering and flame cutting applicable to air conditioning repair work.	

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**WLD 1112 Mechanical Testing & Certification Practices      1      3      2**

The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: Bend; destructive; free-bend; guided-bend; nick-tear; notched-bend; tee-bend; nondestructive; V-notch; charpy impact, etc. Also involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided-bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds.

**WLD 1120 Oxacetylene Welding and Cutting      5      15      10**

Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.

**WLD 1121 Arc Welding      3      9      6**

The operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment.

**WLD 1122 Commercial and Industrial Practices      3      6      5**

Designed to build skills through practices in simulated industrial processes and techniques: Sketching and laying out on paper the size and shape description; listing the procedure steps necessary to build the product; and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection.

**WLD 1123 Inert Gas Welding      2      3      3**

Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made on the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: Principles of operation; shielding gases; filer rods; process variations and applications; manual and automatic welding.

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**WLD 1124 Pipe Welding****4 12 8**

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code.

**WLD 1126 Advanced Arc Welding****2 15 7**

A continuation of good arc welding practices as covered in WLD 1121. Emphasis will be placed on accuracy and speed in all welding positions. All welds will be tested for strength. Safety procedures are emphasized throughout the course in the use of tools and equipment.



# certificate program

# developmental studies

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## **General Information**

The Developmental Studies Program is an integrated, student-centered program of instruction offered to prepare students for admission to more advanced programs. It is designed to help develop the basic skills necessary to succeed in many of the programs of the institute.

A student enters the developmental program after a close analysis of his high school transcript, test scores, and other information on his level of achievement. Generally, a student enrolls in developmental studies for one of the following reasons:

1. He did not take enough high school courses in that particular area;
2. He performed poorly in those courses and desires to increase his overall proficiency;
3. He has forgotten most of the material studied in high school.

This program is designed to help meet the individual's need for the world of work or to permit him to select a curriculum consistent with his performance. Students may spend from one quarter to three quarters in the Developmental Studies Program. Certificates are awarded to students who successfully complete all courses in this program.

## **Introduction**

The need often exists to provide specialized or directed studies for students having academic deficiencies which prevent them from entering regular curriculum programs. These weaknesses usually exist in the areas of mathematics, science, and language arts.

## **Purpose**

The Developmental Studies curriculum is designed to provide instruction in mathematics, science, and language arts appropriate to the level on which the student enters the program. Additionally, the curriculum provides an opportunity for the student to audit courses in other curriculum programs in order that he can determine his interest in and the aptitudes necessary for entrance into his desired program.

In cases where the student does not attain a level of academic proficiency to enter regular curriculum programs, he will be counseled and every effort will be made to assist him in finding employment.

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## **Developmental Studies**

### **Course of Study**

#### **Fall Quarter**

			Hours Per Week		
			Class	Lab	Quarter Hours Credit
ENG	001	Communication Skills (Oral)	3	2	4
MAT	001	General Mathematics	3	2	4
MET	001	Methods of Study (SQ3R)	3	2	4
AUD	001	Elective Audit (maximum, 2 courses)	0	0	0
			9	6	12

#### **Winter Quarter**

ENG	002	Reading Improvement	3	2	4
MAT	002	General Mathematics	3	2	4
ENG	003	Grammar	3	2	4
PSY	001	Psychology and Personal Living	3	2	4
AUD	001	Elective Audit (maximum, 1 course)	0	0	0
			12	8	16

#### **Spring Quarter**

SSC	001	Comparative Government	5	0	5
ENG	004	Composition	3	2	4
SCI	001	General Science	3	2	4
VOC	001	Vocational Selection	2	0	2
MAT	003	Consumer Mathematics	3	0	3
AUD	001	Elective Audit (maximum, 1 course)	0	0	0
			16	4	18

# course descriptions

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The following section provides a brief description for each course listed in the previous section. Courses are listed alphabetically by prefix and arranged in ascending order by number.

The numbers given on the right side of the page (3 2 4) indicate the following: First number gives the hours per week of lecture; second number gives the hours per week of laboratory or shop; and the third number indicates the quarter hour credit for that one course.

**AUD 001 Elective Audit**                                    0    0    0

Designed to develop independence in decision making of career choice through observation and participation in vocational and technical areas of interest.

**ENG 001 Communication Skills (Oral)**                                    3    2    4

Designed to familiarize students with basic concepts and principles of oral communications in order to enable them to engage in effective interpersonal and intrapersonal communications. Emphasis is placed upon helping students to understand and overcome their own personal communications problems by acquainting them with skills and techniques that may be applied in their daily lives.

**ENG 002 Reading Improvement**                                    3    2    4

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition. Emphasis is placed on comprehension, vocabulary expansion, and the ability to locate information. Continue to demonstrate the value of oral communication.

**ENG 003 Grammar**    3    2    4

Designed to aid the student in the improvement of self-expression in oral and written communications by using a practical approach to the study of grammar, diction, sentence structure, spelling, and paragraph development. Intended to stimulate students to apply the principles learned in order to increase their chances for success in school, in social situations, and on the job.

**ENG 004 Composition**                                    3    2    4

This course offers the student the basic knowledge necessary to write short themes in a beginning composition course. Designed to provide an approach to the problem of organizing and writing short papers. Different types of paragraph construction will be taught and opportunities for practical application will be provided. Self-expression through paragraph formation will be applied to situations in industry, business, and the vocational area.

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<b>MAT 001 General Mathematics</b>	<b>3    2    4</b>
Designed primarily to improve comprehension, accuracy, and speed in dealing with the basic fundamentals of mathematics. Main emphasis will be on working with whole numbers, dealing mainly with adding, subtracting, multiplying, and dividing. Fractions will be introduced.	
<b>MAT 002 General Mathematics</b>	<b>3    2    4</b>
Designed to be a continuation of General Mathematics, MAT 001. Main emphasis will be focused on dealing with the basic operations of common fractions and decimal fractions.	
<b>MAT 003 Consumer Mathematics</b>	<b>3    0    3</b>
Designed primarily to introduce the student to operations related to introductory business math. Operations stressed will relate to percentage and consumer applications.	
<b>MET 001 Methods of Study (SQ3R)</b>	<b>3    2    4</b>
Designed to develop an understanding for the need to learn and practice good study habits. Presents an uncomplicated but effective method of study equally applicable to vocational and technical programs. Emphasis to be placed on outlines, note taking, library uses, and research oriented to individual interest areas.	
<b>PSY 001 Psychology and Personal Living</b>	<b>3    2    4</b>
An introductory course that will relate, through psychology, to the contemporary concerns and issues with which students today are confronted. A study of human problems, needs and wants, behavior, health and other aspects will be covered. The course is designed to aid the student to achieve greater understanding of himself and others, and to enable him to adapt so as to live a meaningful life in a changing world.	
<b>SSC 001 Comparative Government</b>	<b>5    0    5</b>
A survey of the elements and relationships of local, state, and national governments, with particular emphasis placed upon government of the local level. Comparisons and contrasts will be made of types of local government (county, city), and problems that are unique to each.	
<b>SCI 001 General Science</b>	<b>3    2    4</b>
An introductory course designed to give the student a better foundation for applied science appropriate to both technical and vocational curricula. It will include time, energy, our body and our health, and space with emphasis on ecology.	
<b>VOC 001 Vocational Selection</b>	<b>2    0    2</b>
Designed to assist the student in the identification and selection of a vocational or technical field in which the student should be able to succeed. Emphasis on training, application, testing, interviewing, and job selection. Discussion of types of jobs, personal traits, attitudes, desires, and information sources in securing jobs.	



## continuing education

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## **General Information**

### **Academic Credit**

In the adult-extension program, the Continuing Education Unit may be awarded on an individual basis. One CEU value is awarded for ten contact hours of classroom work. Credit is given in the Adult High School Diploma Program. Certificates may be awarded students who successfully complete certain vocational-extension programs.

### **Attendance**

Students are encouraged to attend all classes. In order for a student to be presented an Attendance Certificate, he must attend at least 80 percent of the classes as well as successfully complete the course.

### **Cancellation**

Robeson Technical Institute reserves the right to cancel any course which has insufficient enrollment.

### **Admission**

The open door policy is observed regarding requirements for admission to continuing education classes. Any person who is a high school graduate or at least eighteen years of age not currently attending a public school, and has the ability to benefit from the program is eligible to enroll.

### **Insurance**

An accident insurance policy is available to all students registered in the continuing education program. The policy offers protection for the student en route to class, during class, and en route home.

### **New Classes**

Any class may be started if 12 or more persons are interested and a qualified instructor can be employed.

### **Registration**

Registration for all adult-extension courses will be completed during the first class session in the classroom assigned for the course. Registration for evening (credit) curriculum courses will be held in September, December, and March in the Student Services office. Every student must have his social security number.

### **Tuition and Fees**

A \$5.00 registration fee is charged for all continuing education courses. This fee is payable at the first class meeting. Individuals are responsible for purchasing books, supplies and materials as necessary. A \$14.00 additional fee is charged for Driver Education.

### **Additional Information**

Additional information about adult-extension classes may be obtained from the office of Continuing Education at R.T.I. by calling 738-7101.

# community services

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Robeson Technical Institute sponsors and promotes a number of community services. These services contribute to the cultural, economic, and civic development of the community. The Institute may also be host to a number of local, state, and national groups that will conduct seminars and conferences on campus. Lodging, restaurants, and other facilities are located nearby for the out-of-town conferee. Representative community service offerings at the Institute include seminars and conferences, creative arts festivals and exhibitions, musical programs, and a speakers' bureau.

## general adult education

### **Adult Basic Education**

Adult Basic Education is a program designed to help adults improve their basic skills in reading, writing, speaking, arithmetic, science, and social studies. Classes are organized whenever and wherever there is a justifiable demand for them. Classes in the past have been conducted at Robeson Technical Institute, Tabernacle Baptist Church, Lumberton Jr. High School, Pembroke Jr. High, Proctorville Elementary School, Parkview Recreation Center, Saint Pauls Elementary School, Purvis Elementary School, Union Elementary School, R. B. Dean School, South Robeson Center, Red Springs Jr. High, Sheltered Workshop, Hester Chapel Church, Deep Branch Elementary School, Prospect School, and Ashpole School.

Classes are organized in the following levels:

Level One: Nonreaders through grade three; basic reading, writing, arithmetic.

Level Two: Grade four through grade six; reading improvement, English expression, arithmetic, geography, and social studies.

Level Three: Grade seven through grade eight; reading improvement, English expression, social studies, mathematics, science.

A \$5.00 registration fee is required and textbooks are provided free by the Institute. All instructional materials used have been prepared with emphasis on individual needs and interests.

### **Adult High School Program**

The Adult High School Program provides a student the opportunity to earn the Adult High School Diploma. Before receiving the Adult High School Diploma, an adult must demonstrate proficiency in reading, English expression, mathematics, science, and social studies, as measured by a battery of standardized tests administered by Robeson Technical Institute.

Transcripts of high school records are required of those students enrolled in the Adult High School classes who have previously attended high school. Copies of these transcripts should be forwarded to the Director of Basic Education, Robeson Technical Institute.

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A \$5.00 registration fee is required, and books are provided by the Institute. A fee is charged upon graduation for the diploma and for the cap and gown. Classes are organized whenever and wherever there is a justifiable demand for them.

An Adult High School Diploma is awarded a student when test scores indicate that the required achievement level has been attained and when required subject matter has been satisfactorily completed. The diploma is awarded locally by the appropriate Board of Education. The Adult Diploma program is approved by the State Board of Education and meets the requirements for entrance to four-year colleges and other institutions of higher learning.

#### **High School Equivalency (GED)**

Another program for the adult who has not completed high school is the High School Equivalency program. Under the plan, individuals may take a series of tests called the General Educational Development tests (GED). Those receiving an acceptable passing score of 225 points with no single test score below 35 and a combined average of 45 will be awarded a High School Equivalency Certificate. This certificate is generally accepted on a basis equal to a high school diploma for employment, promotion, or further education.

The GED test covers five broad areas: English Expression, Literature, Mathematics, Social Studies and Natural Science, and are administered at the Institute.

The following requirements must be met before taking the GED test: (1) minimum age, 18, and out of school for six months; (2) is a resident of the State (a resident is defined as a person currently residing in the state, including assignment to a military base in the state); (3) file application on a special form, which is available in the office of Superintendent of Schools or at Robeson Technical Institute; (4) application endorsed and approved by the Superintendent of Schools or by the appointed R.T.I. staff member; (5) have a valid vocational, educational, or other purpose in applying.

The Institute, through the Learning Laboratory or Adult High School classes, offers the individual the opportunity to prepare for the GED test.

Requests for application forms, test dates, and other information should be directed to the Director of Basic Education at Robeson Technical Institute.

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### **Learning Laboratory**

The Learning Laboratory is an approach to education with the use of commercially and locally designed programmed instructional materials, self-instructional units, and teaching machines. It is essentially an individual study situation, whereby a person's progress is limited primarily by his own ambition, motivation, and ability.

Any person eighteen years of age or older and out of the public schools for at least six months with the ability to benefit from the program can enroll in the Learning Lab for any of several purposes: (1) to prepare for the high school equivalence examinations (GED); (2) to pursue the Adult High School Diploma; (3) to reduce specific educational weaknesses; (4) to upgrade for job promotion; (5) for personal satisfaction; or (6) to make up admissions deficiencies for a technical institute or college. The Lab can also be used by regular R.T.I. curriculum students to supplement their regular course work when they feel help beyond the classroom is needed.

The coordinator serves as the facilitator in the learning process. Because he is trained in programmed and self-instructional techniques, he is capable of making educational decisions and directing students through their assignments. The coordinator interviews, counsels and tests the prospective enrollee. Merits and weaknesses are noted in the student's area of interest, after which an individual curriculum is designed especially for that student. The student begins study at his predetermined educational level and advances through the materials at his own rate of speed.

The Learning Lab is approved for eligible Veterans. Studies toward high school completion do not count against training eligibility beyond high school.

The Learning Lab is open from 8:00 a.m. until 10:00 p.m. Monday through Thursday, and 8:00 a.m. until 5:00 p.m. Friday. There are no charges for the services of the Learning Laboratory.

# adult enrichment education

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Enrichment education courses are designed to provide educational opportunities for adults for cultural enrichment, self-fulfillment, personal satisfaction, and other general interests.

Any adult 18 years of age or older who can profit from instruction may enroll. Persons may enroll in either day or evening classes and may enroll in classes on campus, or at other specified areas in the county.

## course descriptions

**Art, Beginning ART 2006** 30 Hrs.

A course for beginning art students, including the fundamentals of drawing and painting and the different media used. Color theory and composition will be emphasized. Selection, care, and use of supplies and equipment will be taught. 3.0 CEU

**Art, Intermediate ART 2010** 30 Hrs.

A continuation of Art, Beginning. It is designed for those students not yet ready for Art, Advanced. Emphasis is placed on color and composition. Painting with a palette knife and abstract painting is taught. 3.0 CEU

**Bible REL 2001** 30 Hrs.

A course designed to be both broad and specific in nature. Student preference and request determine the nature of the course. This course can be a broad look at the Old Testament or the New Testament. It may follow the Sunday School lessons or it may concentrate on one book, one prophet, or one era. The student may contact R.T.I. prior to registration to obtain information on the specific nature of each course. 3.0 CEU

**Cake Decoration, Beginning HEC 3203** 30 Hrs.

A course emphasizing decorating equipment and its use. Students will learn pressure control of decorating utensils, the art of forming decorative flowers and forms, and the art of writing on cakes. Instruction will be provided for decorating cakes for all occasions. 3.0 CEU

**Ceramics ART 2019** 30 Hrs.

A course introducing the student to the art of ceramics. Pouring of molds, the use of glazes, painting, and kiln operation and firing will be taught. Major equipment is furnished. Students furnish their own supplies and may retain the articles which they make. 3.0 CEU

**Crafts, Creative ART 2003** 30 Hrs.

A hobby type class for the student who wants to learn various crafts. It introduces various crafts including block printing, jewelry making, decoupage, eggery, tole painting, macrame, string art, and various Christmas crafts. 3.0 CEU

**Crewel Embroidery HEC 3302** 30 Hrs.

A course in the art and skill of crewel embroidery. Emphasis will be on basic embroidery stitches on pincushions, pillows, on roll hangings, and individual designs on kits. The students will learn to make items such as wall pictures, handbags, pillow covers, and slip covers. 3.0 CEU

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<b>Crocheting HEC 3105</b>	<b>30 Hrs.</b>
A course designed to teach the fundamentals of crocheting. Students will learn abbreviations, pattern terms, and how to follow directions. Instruction will include basic crocheting stitches, the study of yarns, and the construction of simple garments. 3.0 CEU	
<b>Decoupage ART 2005</b>	<b>30 Hrs.</b>
Instruction trains adults in the artistic decoration of such articles as plaques, bottles, and jewelry boxes. This antique craft is a centuries-old technique of coloring prints, cutting out all the delicate patterns, pasting them onto a piece of furniture that is suitable, and varnishing the finished piece. 3.0 CEU	
<b>Driver Education DRI 3002</b>	<b>54 Hrs.</b>
A course designed to teach adults how to drive an automobile. The course consists of thirty-six hours of classroom instruction, six hours of behind-the-wheel training per student, and twelve hours of traffic observation. The fee for this course is \$19.00. 5.4 CEU	
<b>Floral Design HEC 3304</b>	<b>30 Hrs.</b>
Students study and practice the art forms and principles of flower arranging. Areas covered include uses of flowers, containers and accessories, design principles, color and texture, and arrangement for special occasions. Methods of flower and greenery preservation will be taught. 3.0 CEU	
<b>Group Piano ART 2008</b>	<b>30 Hrs.</b>
This course is designed as a lecture/laboratory class. It is highly structured, providing valid theory for all music, with the piano as the specific instrument. The adult begins with elementary note reading; goes to multiple note reading, from simple to complex time. All key signatures are learned, as well as all major scales one octave ascending and descending. The student will learn how to build major, minor, augmented, diminished, dominant seventh chords, and the recognition of their chord symbols. Individual time at the keyboard is structured into the course itself. 3.0 CEU	
<b>Guitar ART 2008</b>	<b>30 Hrs.</b>
This course is designed as a lecture/laboratory class to prepare a solid foundation in guitar by using the classical approach. This approach requires the student to learn both the notes and the chords, thus leaving the musician with a complete understanding of the capabilities of his instrument. 3.0 CEU	
<b>Interior Design HEC 3305</b>	<b>30 Hrs.</b>
A course designed to achieve beauty and comfort in the home. Emphasis will be placed on furniture styles, use of color and design in fabrics, floor coverings, and accessories. It includes a study of room arrangement and current trends. Practical application of the basic design elements will be related to student needs and interests. 3.0 CEU	

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<b>Knitting, Beginning HEC 3109</b>	<b>30 Hrs.</b>
A course designed to teach the fundamentals of knitting. Students will learn abbreviations, pattern terms, and how to follow directions. Instruction will include basic knitting stitches, the study of yarns, and the construction of simple garments. Students are required to furnish needles and thread. 3.0 CEU	
<b>Macrame ART 2003</b>	<b>30 Hrs.</b>
This course is designed to teach students the techniques of tieing knots as they are applied to Macrame crafts. The end product is used for flower pot hangers, wall hangings, pocketbooks, etc. Different types of yarns will be discussed as they apply to Macrame. 3.0 CEU	
<b>Needlepoint HEC 3302</b>	<b>30 Hrs.</b>
Instruction in the fundamentals of needlepoint. Instruction will include types of stitches, use of kits, and original designs on needlepoint canvas. Students will learn abbreviations, symbols, and terms, and how to follow directions. Students will work on simple projects of their choice. 3.0 CEU	
<b>Parent-Child Relations HEC 3007</b>	<b>24 Hrs.</b>
A course designed to increase self-esteem, improve family communication, and improve attitudes. Emphasis will be placed on recognizing and handling feelings, dialogue between parent and child, self-esteem, discipline and problem solving, values, and sex education and human sexuality. 2.4 CEU	
<b>Party Foods HEC 3204</b>	<b>30 Hrs.</b>
A course designed for adults placing stress on foods to be served at special parties, such as teas, receptions, and coffee hours. It will include suggestions for beverages of different types, and all sorts of "finger food" as well as some ideas for refreshments of a more substantial nature. 3.0 CEU	
<b>Pottery CER 3001</b>	<b>30 Hrs.</b>
This course is designed to demonstrate techniques involved in producing clay products by using the hand wheel and the electric wheel. Elements of design and methods of decorating will be included. 3.0 CEU	
<b>Reading Instruction LAN 2002</b>	<b>54 Hrs.</b>
A course designed for teachers of reading to improve their knowledge and up-grade their skills in the teaching of reading. Principles, methods, and techniques will be emphasized. Speed and comprehension will be discussed, as well as the proper use and advantages of using audiovisual materials. 5.4 CEU	

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<b>Sewing, Beginning HEC 3101</b>	<b>30 Hrs.</b>
A course for beginning sewing students and anyone who would like to brush up on basic sewing techniques or learn about the new and simplified methods of sewing. Instruction will include selection and fitting of patterns, identification and use of necessary sewing equipment, knowledge of fabrics, alterations, pressing, and the construction of simple garments. 3.0 CEU	
<b>Sewing, Intermediate HEC 3104</b>	<b>30 Hrs.</b>
A continuation of Sewing, Beginning. It is designed toward the reinforcement of previously developed learnings and the acquisition of sewing skills necessary in the construction of garments. Areas covered will include principles of design, zipper insertion, alterations and placement of pattern, linings and interfacings, and bound buttonholes. 3.0 CEU	
<b>Sewing, Knits HEC 3114</b>	<b>30 Hrs.</b>
A course designed as a lecture/demonstration class with an opportunity provided the students to apply and practice what they learn. It will emphasize the quick sewing of knits and the proper stitching of fabric. Instruction in this course will include laying of material and placement of pattern, explanation of pattern coding and directions, use of graph paper and tracing, cutting of material, and the construction of quick-made knit garments. A student of this course should have some basic knowledge of home sewing. 3.0 CEU	
<b>Tole Painting ART 2003</b>	<b>30 Hrs.</b>
This course is designed to develop skills in preparing painting surfaces, mixing colors, applying base colors, transferring and drawing designs, basic brush strokes, adding highlights, painting the design, glazing, and antiquing. Decorative painting is usually applied to tinware or wood. Individual creativity is encouraged. 3.0 CEU	
<b>Watercolor ART 2018</b>	<b>30 Hrs.</b>
A continuation of drawing and oil painting. Emphasis is placed on color and composition (realistic, abstract, and nonobjective). Techniques and principles unique to watercolor painting will be emphasized. A comparison of painting with oils will be made with watercolors. Individual expression will be encouraged. 3.0 CEU	
<b>Weaving TEX 3015</b>	<b>30 Hrs.</b>
This course is designed to teach students to create and design hand-crafted items using table looms. All loom hardware, yarns, sizes of yarns, and patterns will be studied. This course is structured to encourage individual work and expression. 3.0 CEU	

# occupational extension education

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Occupational education extension courses are designed to serve adults who are employed or are seeking employment at the skilled, technical, and paraprofessional levels. Persons in professional occupations may also profit from such instruction by learning of new developments in their field.

Any adult 18 years of age or older and no longer in high school who can profit from instruction may enroll. Persons who are employed normally attend training during their nonworking hours to increase their skills and understanding, to improve their competency, and qualify for advancement.

## Agriculture

Robeson Technical Institute offers courses in agricultural and biological areas to prepare students, including employed adults who need training or retraining for employment in agriculture or agricultural-related occupations. Most of the courses are vocational in nature and mainly designed for farmers, part-time farmers, and rural homeowners interested in acquiring skills in such courses as:

Agricultural Mechanics

Basic Bricklaying

Basic Welding

Boat Construction

Electric Motor Repair

Farm Mechanics

Farmstead Wiring

Landscaping

Ornamental Horticulture

Residential Wiring

## Health Occupations

Robeson Technical Institute offers Health Education courses that are designed to provide instruction for anyone interested in the improvement of health services to upgrade themselves in their professions or for persons desiring to enter a profession in one of the health occupation fields.

Nurse Aide

Emergency Medical Technician

Nurse Aide Refresher

Practical Nurse Refresher

Registered Nurse Refresher

Nurse Assistant

Cardiopulmonary Resuscitation

Mental Health

Patient Attendant

Prenatal Care

First Aid and Personal Safety

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### **Emergency Medical Technician**

In cooperation with the North Carolina Department of Human Resources, Office of Emergency Medical Services, Robeson Technical Institute offers ambulance training to meet minimum standards as established by OEMS. The North Carolina Emergency Medical Services Act of 1973 ratified by the General Assembly in April 1973, issued a mandate that each ambulance attendant, as of January 1, 1976, shall show evidence of completion of an 81-hour basic course in Emergency Medical Technician.

The EMT program should be of particular interest to public and private ambulance attendants, rescue squads, firemen, law enforcement officers, and the general public. Areas of study are:

- The EMT — His Role and Responsibilities
- Airway Obstruction and Pulmonary Arrest
- Mechanical Aids to Breathing and Pulmonary Resuscitation
- Cardiac Arrest
- Bleeding, Shock, Airway Care, Pulmonary Resuscitation, and Cardiopulmonary Resuscitation
- Wounds
- Fractures of the Lower and Upper Extremities
- Injuries to the Face, Head, Neck, and Spine
- Injuries to the Eye, Chest, Abdomen, Pelvis, and Genitalia
- Childbirth and Problems of Child Patients
- Lifting and Moving Patients
- Environmental Emergencies
- Operations — Driving, and Maintaining an Emergency Vehicle

### **Civil Preparedness**

In cooperation with the Office of Civil Preparedness, Division of Military and Veteran Affairs, Robeson Technical Institute offers courses in civil preparedness for local emergency agencies, e.g., fire departments, police departments, hospitals, rescue squads, as well as the general public.

These courses are designed to prepare these agencies and the general public for emergencies of manmade or material origin, e.g., floods, tornadoes, hurricanes, snowstorms, and nuclear explosion. Preparedness courses are listed below:

	Hours
Community Emergency Preparedness	16
Medical Self-Help	16
Radiological Monitoring Training (Ramont)	16
Radiological Monitoring Training (Ramont Refresher)	3
Shelter Management Exercise	24
Shelter Management Training	8

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## **Fire Service Training**

Robeson Technical Institute offers fire service training to both volunteer and career firemen. This training, taken directly to the local fire departments, allows the men to be trained as an organized group utilizing equipment ordinarily used in controlling fire.

Instruction offered by the Fire Service Training program covers nearly every phase of firemanship. Courses are designed not only to develop necessary skills, but also to develop the fireman's initiative and judgement, safe habits, and correct techniques for using tools and equipment, and to give a variety of fire situation experiences. Materials and texts used are those approved by the International Fire Service Training Association. Fire Service Training includes the units of firefighting listed below. The order in which the units are studied is left to the discretion of each fire department.

### **Minimum Hours**

Introduction to Firefighting	42
Forcible Entry	9
Rope Practices	6
Portable Fire Extinguishers	9
Ladder Practices	9
Hose Practices	12
Salvage and Overhaul Practices	9
Fire Stream Practices	12
Fire Apparatus Practices	12
Ventilation	9
Rescue Practices	12
Protective Breathing Equipment	9
Firefighting Procedures	12

In addition to the standard units of training, the following specialized courses are offered:

Teacher Education	Compressed Gas Emergencies
Arson Detection	Hospital Fire Safety
Fire Brigade Training for Industry	Officer Training
First Aid for Firemen	School Bus Evacuation and Fire Safety
Home Fire Safety	Underwater Rescue
Civil Disorder	Area Fire School
Emergency Medical Technician	Hazardous Materials Emergencies
Bombing and Bomb Threats	Radio Communication
Care of Burns	

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## **Law Enforcement Training**

Robeson Technical Institute offers many courses in Law Enforcement Training. The goal is to promote and provide adequate training and education courses in legal and technological fields that will keep law enforcement officers abreast of advancements in law enforcement techniques. Introduction to Police Science embraces a total of 15 divisions with a minimum of 160 hours of instruction. Major divisions are:

- History and Constitutional Law
- Introduction to Criminal Law
- First Aid
- Laws of Arrest
- Laws of Search and Seizure
- Laws and Rules of Evidence
- General Criminal Investigation
- Motor Vehicle Accident Reporting
- Motor Vehicle Laws
- Liquor Laws
- Recognition and Identification of Drugs-Drug Abuse
- Fundamentals of Supervision
- Laws Related to Riot and Civil Disorder
- Court Structure and Procedures
- Report Writing
- Juveniles
- Defensive Tactics
- Patrol Operations
- Public Relations

In addition to these courses, Robeson Technical Institute offers the following special law enforcement courses designed for those now engaged in law enforcement activities:

- Fingerprinting
- Criminal Investigation
- Narcotics Seminar
- Rules of Civil Procedure
- Breathalyzer School
- Firearms School
- Bomb Threat and Disposal Training
- Jail Administration School
- Radar School
- Supervision for Law Enforcement Officers
- Riot Control and Civil Disturbances
- Emergency Medical Technician

# course descriptions

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<b>Appliance Repair, Small and Major APP 3401</b>	<b>70 Hrs.</b>
Training in small and major appliance service and repair, including basic electricity as it applies to small and major appliance controls and operation, with shop work on toasters, fans, vacuum cleaners, electric irons, mixers, blenders, etc. 7.0 CEU	
<b>Auto Body and Fender Repair AUT 3001</b>	<b>91 Hrs.</b>
A course to give the student some experience in minor repairs of dents, and straightening or replacing fenders on cars and trucks. Emphasis will be placed on sanding, taping, painting and finishing of parts repaired. 9.1 CEU	
<b>Auto Engine Tune-up AUT 3008</b>	<b>70 Hrs.</b>
A study of engine performance with emphasis on diagnostic methods of testing plugs, points, condensers, electrical systems, and carburetors. Modern testing equipment will be used to diagnose trouble with practical problems in troubleshooting. 7.0 CEU	
<b>Boat Construction CAR 3001</b>	<b>70 Hrs.</b>
A course designed to teach the student how to construct and build a one-man or two-man plywood fishing boat. Topics covered in practical application will include laying out, cutting, fitting, flueing, and nailing the necessary parts together. Finishing the boat with sanding, varnishing and painting methods will also be covered. 7.0 CEU	
<b>Blueprint Reading BPR 3001</b>	<b>60 Hrs.</b>
A course presenting principles of interpreting blueprints and specifications common to the building trade. Practice in reading details for grades, foundations, floor plans, walls, doors, windows, and roofs will be included. 6.0 CEU	
<b>Cabinet Making, Introduction WWK 3006</b>	<b>70 Hrs.</b>
A course introducing skills for cabinet making. Hand and power wood-working tools will be introduced and utilized by the students. Lectures, demonstrations, and student practical applications concerning cabinet making will take place. This course is designed for the home owner. 7.0 CEU	
<b>Carpentry, Basic APP 3001</b>	<b>84 Hrs.</b>
A course covering the fundamentals of all phases of carpentry. Included in the topics to be studied are: hand tools, use of framing square, laying out, cutting joints, framing and remodeling. The student will spend a large amount of time in practical application working with hand tools. 8.4 CEU	

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<b>Carpentry (Fix-It-All Home Maintenance) CAR 3001</b>	<b>35 Hrs.</b>
This course is designed to enable the student to repair broken furniture, small appliances, and correct minor plumbing problems in the home. 3.5 CEU	
<b>Coast Guard Navigational Aids FIS 3015</b>	<b>30 Hrs.</b>
A course to teach proper and safe handling of all types of small boats. Subjects included are safety afloat, seamanship aid to navigation, charts, and piloting, mariner's compass, government regulations, and rules of the water. 3.0 CEU	
<b>Commercial and Industrial Wiring APP 3002</b>	<b>70 Hrs.</b>
This course teaches the student the layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes, and application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems. 7.0 CEU	
<b>Cash Register Operations DMK 3401</b>	<b>30 Hrs.</b>
This class is to assist students who are seeking positions in sales and need to understand the correct procedures for operating a cash register. Also a segment of this class will be devoted to forming a better understanding of retail sales and customer relations. 3.0 CEU	
<b>Drafting, Introduction DFT 3001</b>	<b>84 Hrs.</b>
An introduction to drafting and the study of drafting practices. Instruction is given in the selection, use and care of instruments, single-stroke lettering, applied geometry and freehand sketching consisting of orthographic and pictorial drawings. 8.4 CEU	
<b>Electric Devices ELN 3006</b>	<b>70 Hrs.</b>
A course covering winding of starters, turning of commutators, replacing of bearings, replacing and repair of switches, wiring of motors, replacing of brushes, replacing safety switches, commutator testing, check for shorts and grounds and balancing rotors and armatures. 7.0 CEU	
<b>Electric Motor Repair ELN 3006</b>	<b>70 Hrs.</b>
A course covering winding of starters, turning of commutators, replacing of bearings, replacing and repairing of switches, wiring of motors, replacing of brushes, replacing safety switches, commutator testing, checking for shorts and grounds, and balancing rotors and armatures. 7.0 CEU	

<b>Engine Rebuilding (Gasoline) AUT 3002</b>	<b>91 Hrs.</b>
A course stressing the construction and operation of components of internal combustion engines, testing of engine performance, servicing and maintenance of pistons, valves, cams, camshafts, oil pumps, fueling, lubrication, exhaust and electrical systems. The student will practice testing for problems before the engines are serviced to enable him to diagnose problems before overhaul. 9.1 CEU	
<b>Farriering AGR 3402</b>	<b>70 Hrs.</b>
A course designed to familiarize horseowners with the basic art of farriery to include: the anatomy of the foot, handling the feet, trimming the hoof, the shoe, and nailing the shoe. 7.0 CEU	
<b>First Aid, Multimedia HEA 3001</b>	<b>18 Hrs.</b>
A course taught by an American Red Cross approved instructor and open to anyone interested in learning how to care for the injured. Among the topics covered are: bandage application, use of tourniquets and temporary splints, care of eye and burn injuries, safe usage and storage of medicines and artificial respiration. 1.8 CEU	
<b>Front End Alignment and Wheel Balancing AUT 3007</b>	<b>60 Hrs.</b>
The theory and practice of front end alignment and balancing techniques of wheels and tires, stressing the importance of a completely balanced system as related to efficient and economical operation of the automobile. 6.0 CEU	
<b>Furniture Refinishing WWK 3005</b>	<b>70 Hrs.</b>
Furniture refinishing is a basic course dealing with the skills of repairing and refinishing furniture. Students will be taught how to remove damaged finishes and apply a variety of new finishes. 7.0 CEU	
<b>Gas and Oil Burner Servicing AHR 3004</b>	<b>70 Hrs.</b>
Instruction for servicemen, steam fitters, sheet metal men and others in the construction and operation of various types of heating equipment, such as high pressure oil burners, installation of conversion burners, servicing of nozzles, electrodes and pumps, and basic controls and circuits. 7.0 CEU	
<b>Ground School for Pilots AER 3002</b>	<b>51 Hrs.</b>
A course including all necessary flight preparatory information, including flight theory, aircraft performance, air traffic rules, radio navigation, flight planning, weather interpretation, and radio communication procedures. Upon completion of the course, students should be prepared to complete successfully the F.A.A. Private Pilot written examination which will be offered. 5.1 CEU	

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<b>Home Gardening AGR 3301</b>	<b>45 Hrs.</b>
A practical course for the homeowner who wishes to have a vegetable garden, small or large. The course will deal with soil preparation, layout of the garden, planting, fertilization, weed and pest control, and harvesting. Some of the vegetable crops dealt with are asparagus, greens (spinach, collards, mustard), salad crops (lettuce, celery), root crops (turnips, potatoes, radishes, beets, carrots). Other crops are beans, peas, tomatoes, and peppers. 4.5 CEU	
<b>Human Relations MDP 3019</b>	<b>20 Hrs.</b>
Presenting the fundamental principles of good supervisor-employee relations and concrete elements which simplify and clarify the complicated subject of human reactions. Material presented has been drawn from the work experiences of successful supervisors who have recognized and practiced the principles of good human relations. 2.0 CEU	
<b>Landscaping AGR 3303</b>	<b>60 Hrs.</b>
A course to help the student understand the importance of basic planning in developing the landscape, lawn and shrubbery arrangement. Instruction during the quarter will cover planting, fertilizing, pruning, and care of ornamental plants. 6.0 CEU	
<b>Mechanics, Farm AGR 3101</b>	<b>70 Hrs.</b>
A basic course offered in conjunction with the Vocational Agriculture Departments in the county for adult farmers and homeowners interested in the broad areas of mechanics. Among the topics covered are carpentry, welding, electricity, plumbing, gasoline engines, electric motors and farm machinery. Each student will be able to spend a certain amount of time in the area of his choice. 7.0 CEU	
<b>National Electrical Code ELC 3001</b>	<b>45 Hrs.</b>
A course based on the National Electrical Code, designed to prepare the experienced electrician for a licensing examination. The course will review the basic principles of electricity and offers a thorough study of the National Electric Code and the North Carolina regulations governing electrical work. 4.5 CEU	
<b>Nurses Assistant NUR 3022</b>	<b>91 Hrs.</b>
A course designed to enable the nurses assistant to play her part in the health team by assisting the professional nurse in giving bedside care to selected patients. The student is taught to give bedside care by lecture, demonstration, and supervised practice in the nursing laboratory. 9.1 CEU	
<b>Nurses Assistant, Advanced NUR 3023</b>	<b>60 Hrs.</b>
A course designed to give the experienced nurses assistant a basic understanding of anatomy and physiology of the human body. Emphasis will also be placed on a review of bedside care skills. 6.0 CEU	

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<b>Nutrition and Menu Planning HOS 3023</b>	<b>60 Hrs.</b>
This class is designed to train students in the art and science of quantity food preparation with particular emphasis on institutional food service. The student will also study how to give their meals the gourmet touch by means of subtle flavoring, herbs, and spices. 6.0 CEU	
<b>Outboard Motor Repair AUT 3503</b>	<b>60 Hrs.</b>
A basic course dealing with the fundamentals of outboard motors. Students will be taught the basic parts of the motor, maintenance practices, and simple repairs. This class will deal only with outboard motors. 6.0 CEU	
<b>Plumbing, Basic APP 3004</b>	<b>70 Hrs.</b>
Instruction for those having no previous training in plumbing practice, nor special knowledge of the requirements, but who wish to plan, install and maintain simple plumbing systems in accordance with good practice. Included in the topics covered are closets, traps, vents, sewers, valves, faucets, pipe fittings, pipe cutting and threading, and roughing in a complete plumbing system. 7.0 CEU	
<b>Prenatal Care NUR 3030</b>	<b>24 Hrs.</b>
This course is designed to prepare expectant parents mentally and physically for labor and delivery, and to teach them about pregnancy and early child care. Material covered includes: anatomy and physiology of pregnancy and fetal development; what happens during labor and delivery; post-partum period; early baby care; breastfeeding; adjustment to parenthood; the Lamaze technique of active relaxation and breathing techniques for labor and delivery; and a film depicting the Lamaze technique and a live birth. It is suggested that the course be taken by both parents during the last three months of pregnancy, but mothers may take the course without the baby's father. 2.4 CEU	
<b>Principles of Supervision MDP 3018</b>	<b>42 Hrs.</b>
Discussion in depth of the principles of organization and management. Practical approaches to business needs of planning, directing, organizing, coordinating, and controlling are stressed. Students explore in detail the supervisor's responsibility for differentiating jobs, delegating authority, planning, decision-making, and improving his personal efficiency. 4.2 CEU	
<b>Radio &amp; TV Repair, Basic ELN 3004</b>	<b>70 Hrs.</b>
The first course in a series of two courses to train qualified repairmen for radios, black and white televisions, and color televisions. Instruction will begin with basic electronics and proceed through resistors, capacitors, coils, tubes, and solid-state devices. 7.0 CEU	
<b>Radio &amp; TV Repair, Advanced ELN 3001</b>	<b>70 Hrs.</b>
The second in a series of two courses for the servicing and repair of domestic radio and television receivers. Students enrolling in this course should have completed Basic Radio & TV Repair or have an adequate background in basic electronics. Students will divide their time between classroom study and laboratory work. 7.0 CEU	

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<b>Real Estate Sales DMK 3502</b>	<b>60 Hrs.</b>
This course will cover sale, promotion, contracts, legal aspects, and other relevant subjects of real estate sales. It should benefit property owners and real estate personnel, and be helpful to those desiring to become licensed realtors. 6.0 CEU	
<b>Refrigeration, Introduction to AHR 3005</b>	<b>70 Hrs.</b>
A course to teach terminology, laws of refrigeration, absolute pressure and temperature, energy conversion units, specific and latent heat, refrigeration cycle, tools, and methods applicable to the refrigeration. 7.0 CEU	
<b>Residential Wiring ELC 3002</b>	<b>70 Hrs.</b>
Instruction and application in the fundamentals of blueprint reading, planning, layout and installation of wiring in residential applications, such as services, switch boards, lighting, fusing, wire sizes, branch circuits, conduits and National Electric Code regulation in actual buildings. 7.0 CEU	
<b>Sewing Machine Mechanics TEX 3010</b>	<b>70 Hrs.</b>
This course introduces the students to the various types of industrial sewing machines used in area manufacturing plants and to the service manuals, guides, tools, and equipment necessary for troubleshooting and service. A study of one, two, three, and four thread needle machines and the types of needles and yarns needed with each will be covered. Dismantling, reassembly, troubleshooting, and repairs will be a major part of the course. Timing for single and multiple needle machines will also be covered. 7.0 CEU	
<b>Small Engine Repair AUT 3501</b>	<b>70 Hrs.</b>
A course teaching preventive maintenance, troubleshooting, and repair of two- and four-cycle, one-cylinder gasoline engines, and their power train auxiliary engines used in industry and elsewhere. 7.0 CEU	
<b>Surveying CIV 3004</b>	<b>60 Hrs.</b>
A study of basic instrumentation and topography. Students will be exposed to surveying through lecture, demonstration, and practical application. Material to be covered will be profile leveling, cross sections, earthwork computations, transit stadia and transit-tape surveys. 6.0 CEU	
<b>Upholstery TEX 3014</b>	<b>70 Hrs.</b>
A course designed to help beginning students understand the basic principles of upholstering, and to give them opportunities to upholster a simple home furnishing. Automotive upholstery will be covered in this course also. 7.0 CEU	
<b>Welding, Basic WLD 3004</b>	<b>70 Hrs.</b>
A course concentrating on the use of AC and DC welding equipment. Welding heats, polarities and electrodes in joining various metals, together with practice in running various welding beads. Safety procedures are emphasized throughout the course in the use of tools and equipment. The student will also acquire practice in using the oxyacetylene torch for cutting, welding and brazing. 7.0 CEU	

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## **Training for New and Expanding Industries**

One of the basic objectives of Robeson Technical Institute is to stimulate the creation of more challenging and rewarding jobs for the people of our area by providing a customized training service to new and expanding industries. Subject to only minimal limitations, this institution, in cooperation with the Industrial Services Division of the State Department of Community Colleges, will design and administer a special program for training the production manpower required by any new or expanding industry creating new job opportunities in North Carolina.

This program includes the following services:

1. Consultation in determining job descriptions; defining areas of training; and in developing appropriate course outlines, training schedules, and materials.
2. Selecting and training of instructors. These instructors may be recruited from the company and from outside sources.
3. Payment of instructors' wages for the duration of the training program.
4. Provision of suitable space for a temporary training facility prior to the completion of the new plant, should such temporary space be required. This may be space with Robeson Technical Institute or leased space in the community.
5. Assumption of installation cost of equipment in the temporary training facility.
6. Payment of one-half the cost of nonsalvageable materials expended in the training program.

The purpose of this service is to help a new or expanding industry meet its immediate manpower needs and to encourage each industry to develop a long-range training program of its own to satisfy its continuing replacement and retraining needs.

For further details of this service, please contact the President, Robeson Technical Institute, or the Director, Industrial Services Division, North Carolina Department of Community Colleges, Raleigh, North Carolina.



